

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, July 13, 2026 - 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.

PLEDGE TO THE FLAG:

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.

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. Proclamation: Parks & Recreation Month — Christopher Joe, Video Technician, Department of Recreation Services

APPROVAL OF MINUTES:

2. Regular Meeting of June 22, 2026

APPROVAL OF AGENDA:

3. Regular Meeting of July 13, 2026

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. Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for Fiscal Year 2026-2027 Congregate Nutrition Program
5. Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for Fiscal Year 2026-2027 Senior Center Activities
6. Approve Position for a Real Time Intelligence Center Operator for the Police Department and Assignment of Real Time Intelligence Center Operator to Range U039 of the Miscellaneous/ Unrepresented Salary Schedule
7. Accept Annual Report – Military Equipment Use for the Police Department
8. Authorize the City Manager to Execute a Professional Service Agreement with Zoon Engineering for the Westlake Slurry Seal Project
9. Authorize the City Manager to Execute an Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Daly City Safe Routes to School Project

10. Authorize the City Manager to Execute Amendment No. 11 to the Service Agreement and Appropriate Funds for the Daly City Bayshore Shuttle

END OF CONSENT AGENDA

PUBLIC HEARINGS:

11. Authorize the City Manager to Execute Agreement with Axon for Unmanned Aerial Systems

STAFF: Cameron Christensen

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

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

12. Council Committee
13. City Council
14. Staff

ADJOURNMENT:

Proclamation

Parks & Recreation Month July 2026

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

NOW, THEREFORE, I, GLENN R. SYLVESTER, Mayor, and members of the City Council of the City of Daly City, do hereby proclaim July 2026 as **PARKS AND RECREATION MONTH** in the City of Daly City, and call upon all residents in the community to pay tribute to our Parks and Recreation professionals, and to recognize the substantial contributions they make to our community, health, safety, and quality of life.

Signed and sealed by the Mayor and City Council
of the City of Daly City this 13th day of July 2026.

Glenn R. Sylvester, Mayor

Teresa Proaño, Vice Mayor

Juslyn C. Manalo, Councilmember

Dr. Roderick Daus-Magbual, Councilmember

Pamela DiGiovanni, Councilmember

CITY OF DALY CITY
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JUNE 22, 2026

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

CALL TO ORDER:

Mayor Sylvester called the regular meeting to order at 7:20 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
Glenn R. Sylvester, Mayor
Teresa G. Proaño, Vice Mayor
Dr. Roderick Daus-Magbual
Pamela DiGiovanni
Juslyn C. Manalo

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

PRESENTATIONS:

Westlake Park Proposed Improvements: Public-Private Partnership Opportunity

(The Olympic Club's Tim Muessle, General Manager & COO, Nick Lussan, Athletic Director, and Eric Starr, Field Committee Member)

Proclamation: Pride Month 2026

APPROVAL OF MINUTES:

Special Meeting of May 26, 2026 and Regular Meeting of June 8, 2026

It was moved by Councilmember Manalo, seconded by Vice Mayor Proaño and carried to approve the minutes of May 26, 2026 and June 8, 2026.

APPROVAL OF AGENDA:

It was moved by Councilmember DiGiovanni, seconded by Councilmember Daus-Magbual 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.

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ORAL COMMENT:

Rob Hall, Lead Pastor for New North Church, announced the opening of their new office space, New North HQ, located at 2488 Junipero Serra Boulevard. Rob introduced the church, expressed their hope to serve and support the community, and acknowledged City staff for their hospitality.

CONSENT AGENDA:

It was moved by Councilmember Manalo, seconded by Vice Mayor Proaño and carried to approve the consent agenda with the exception of items 5, 6, and 8, which were pulled for further discussion.

Resolutions:

Adopt Appropriations Limitation for Fiscal Year 2027

Assistant City Manager Tim Nevin clarified the calculations establishing the proceeds of taxes and appropriations limit for the fiscal year.

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

Resolutions 26-112, Establishing City's Appropriation Limitation For Fiscal Year 2026-2027

Appropriate Funds for Electric Vehicle (EV) Fleet Charging Infrastructure Project

Director of Public Works Richard Chiu provided the staff report requesting appropriation of \$1,000,000.00 of unallocated General CIP Funds to support the EV charging project. Chiu addressed questions about the number of EVs in the City fleet. Chief of Police Cameron Christensen addressed questions on the potential use of the Organized Retail Theft (ORT) grant for this type of infrastructure.

Mayor Sylvester proposed a review of the City's RFP process to encourage developers to incorporate Level 3 charging infrastructure within their development plans.

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

Resolutions 26-113, Appropriating Funds For Electric Vehicle Fleet Charging Infrastructure Project

Set Time and Place for a Public Hearing to Zone Change ZC-05-26-017062 - Amendments to Chapter 17.41.150 – Stormwater Management and Rainwater Retention (Set Time: 7/27/26)

Resolutions 26-114, Setting Time And Place Of Public Hearing For Zone Change ZC-05-26-017062 (Hearing Date July 27, 2026, Time: 7:00 P.M.)

Authorize Agreement with the Jefferson Elementary School District (JESD) for Cost Sharing of Crossing Guard Services through All City Management Services (ACMS) for School Year 2026/27

Chief of Police Cameron Christensen provided the staff report and addressed questions on whether this is an agreement the City has entered into in previous years.

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

Resolutions 26-115, Authorizing Execution Of Agreement With All City Management Services And The Associated Cost Sharing Agreement With Jefferson Elementary School District To Provide Crossing Guard Services (School Year 2026/2027)

Approve Memorandum of Understanding Between the City of Daly City and The Olympic Club Regarding Proposed Improvements and Shared Use of Westlake Field

Resolutions 26-116, Authorizing Execution Of A Memorandum Of Understanding Between The City Of Daly City And The Olympic Club Regarding Proposed Improvements And Shared Use Of Westlake Field

Set Time and Place of Public Hearing — Approval to Execute Agreement with Axon for Unmanned Aerial Systems (Set Time: 7/13/26)

Resolutions 26-117, Setting Time And Place Of Public Hearing Re: Agreement With Axon For Unmanned Aerial Systems

Check Registers:

Check Registers for the Month of May 2026

END OF CONSENT AGENDA

PUBLIC HEARINGS:

Zone Change ZC-04-26-17042 – Amendments to Zoning Ordinance Repealing Existing Accessory Dwelling Unit (ADU) Regulations

Acting Director of Economic and Community Development Michael Van Lonkhuysen requested to table the item pending the State’s review of the proposed ADU changes.

Mayor Sylvester opened the hearing. There were no speakers.

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

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

Adopt Resolution Approving Increases and Updates to the Parking Violation Fine Schedule

Chief of Police Cameron Christensen provided the staff report regarding parking violation fines. Christensen addressed questions about whether there is enough Police staff to support the proposed resolution, as well as the department’s payment plan for individuals who require assistance paying their fines.

Mayor Sylvester opened the public hearing. There were no speakers.

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

Councilmember Manalo noted the importance of addressing the State’s Daylighting Law due to the safety concerns for pedestrians and the density of Daly City.

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

Resolution 26-118, Approving Increases And Updates To The Parking Violation Fines Schedule

AWARD OF BIDS/CONTRACTS:

Award of Construction Contract for the Westlake Slurry Seal Project

Acting City Engineer Shirley Chan provided the staff report recommending acceptance of all bids and awarding a construction contract to Graham Contractors, Inc. in the amount of \$2,341,427.51. Staff answered questions regarding the pavement-sealing process and the department’s approach to handling loose tar after sealing.

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

Resolution 26-119, Authorizing Award of Construction Contract For The Westlake Slurry Seal Project

Councilmember DiGiovanni left the Chambers at 9:24 PM and returned at 9:28 PM.

REPORTS:

Council Committee

City/County Association of Governments (C/CAG) (Daus-Magbual, Alternate for Manalo)
San Mateo County Mosquito and Vector Control District (Sylvester)

City Council

Vice Mayor Proaño attended the following events: the Daly City Lions Club Installation Luncheon at Dave and Busters, congratulating the new Board of Directors, which will include Proaño; the Pilipino Bayanihan Resource Center’s (PBRC) Bayanihan Kamayan Feast at Pacelli Gym, thanking Tita Perla Ibarrientos and the PBRC Board, joined by Mayor Sylvester and Councilmembers Manalo and Daus-Magbual; a meeting with various Daly City Homeowners Associations to discuss community concerns such as parking and illegal dumping. Proaño expressed regret at missing this year’s FoggyCon event but looked forward to attending next year’s event.

Councilmember Daus-Magbual attended Daly City’s FoggyCon event along with his son, thanking the Recreation staff for providing an affordable, accessible, and memorable experience for the community. He also acknowledged Mayor Sylvester and Councilmember Manalo for their participation.

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Councilmember Manalo attended the following events: an ad hoc committee to choose a consultant for hiring C/CAG's next Executive Director; the ceremony for ALLICE (Alliance for Community Empowerment) where Manalo swore in new officers Liezel Chan and Jacob Sese, acknowledging the leadership of Cherie Querol Moreno and Dr. Jei Africa; the Southern California Nurse the Dead Team's series premiere in Los Angeles, hosted by Manalo, which highlights Philippine nurses, attended along with Commissioner Arlene Daus-Magbual, and thanking Dr. Rod Daus-Magbual for representing her at the C/CAG meeting; the Philippine Independence Day celebration with the Lincoln seniors; San Francisco's Philippine Independence Day flag-raising with Chief of Protocol Coulter, Bay Area leaders, and Consul General Talisayon; the Philippine Independence Day commemoration hosted by the Philippine Consulate in San Francisco; the Peninsula Partnership Appreciation at Pinstripes in San Mateo, along with Senator Becker and County leaders; San Mateo County's Pride Celebration for the LGBTQIA+ community; the Kamayan Feast, highlighting the amazing spread by PBRC; the Philippine flag-raising at Daly City City Hall, thanking City Manager Piccolotti for providing a comfortable event space for community elders; a meeting with a business owner interested in putting up a Filipino American history mural on their building by local artist Venazir, expressing the community's wish for a similar collaboration for a mural at Seafood City; the meeting by Broadmoor Property Owners Association and Leader Christine Taliva'a-Aguerre to discuss flooding concerns, attended with Director Cosgrove, Director Chiu, Supervisor Canepa, Arman Kapoor, founder of Floodbeam, and Director Newman (San Mateo); the Bay Area Amador Lions Club's Charter meeting with Angie Louie; the FoggyCon event, acknowledging the vendors, and congratulating Director Brown and the Recreation Department for a wonderful job, and thanking Eric Gus for the idea; the Ube Festival at the Cow Palace; the tribute to honor Coach Ron DiMaggio at Westmoor High School for his 40 years of service; and the Mrs. Ilocandia Coronation night, along with Mayor Sylvester and his wife. Manalo congratulated Bilyonaryo News Channel for opening a North American Bureau headed by Henni Espinosa. Manalo wished everyone a Happy Juneteenth, recognizing the historic significance of the holiday, and extended Happy Father's Day wishes to all father figures. Manalo thanked everyone who signed the proclamation for Irene Lucido, a founder of Our Lady of Mercy, who celebrated a 100-year birthday.

Mayor Sylvester attended the following events: the Kamayan Feast, highlighting the tradition of eating with one's hands, and acknowledging City Manager Piccolotti for his participation; the FoggyCon event, thanking Director Brown, Recreation's Romeo Benson, and City staff for their efforts in organizing the event at a reasonable price, and acknowledging the vendors for their participation; and the Mrs. Ilocandia Event alongside Councilmember Manalo. The Mayor expressed gratitude to his colleagues on the Daly City Council for their efforts benefiting Daly City.

Staff

City Manager Piccolotti reported on two Tesla vehicles within the City fleet. He also acknowledged attending the Kamayan Feast with Mayor Sylvester, Councilmember Manalo, and Councilmember Daus-Magbual.

ADJOURNMENT:

Mayor Sylvester adjourned the meeting at 10:08 P.M. in memory of Julieta Gonio Talisayon, Rosalinda Vasallo, Pearl Parmelee-Cabrera, and Nam Van Le.

Approved as submitted, this _____ 13th

day of _____ July _____ 2026 _____.

Glenn R. Sylvester
Mayor

City Clerk



City Council Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for fiscal year 2026-2027 Congregate Nutrition Program

Recommended Action

It is recommended the City Council authorize the City Manager to accept and appropriate grant funding in the amount of \$465,577 from the County of San Mateo Aging and Disabilities Services to subsidize the Congregate Nutrition Program from July 1, 2026 through June 30, 2027.

Background

For over 45 years, Daly City has provided nutrition services that reduce food insecurity, prevent isolation, and promote healthy aging. For the past 29 years, the City has partnered with San Mateo County Aging and Disabilities Services to advance the County's vision for Congregate Nutrition Lunch services. As a designated Age-Friendly City since 2020, and with City Council prioritizing senior services, Daly City continues to invest in programs that support a growing and diverse population of adults age 50+, many of whom face economic, linguistic, and social barriers. This program directly supports the Department's mission to serve our neighborhoods and empower generations by bringing people together to foster community, lifelong learning, and healthy lifestyles.

The program goal is met by providing nutritious meals and activities that encourage socialization. Participation in the Congregate Nutrition Program is consistent with Daly City's Age Friendly Strategic Plan. This past fiscal year we served over 58,000 meals in the Congregate Nutrition Program at Café Doelger, Lincoln Park Community Center, Bayshore Community Center, and Gellert Park Clubhouse. This coming fiscal year 2026-27 we have been awarded funds to serve 58,052 meals at the 4 sites.

For reimbursement purposes, the grant requires that the meals be consumed by any person sixty (60) years of age or older or the spouse (any age) of a person sixty (60) years of age or older. Individuals with disabilities who reside at home and accompany a person sixty (60) years of age or older to a site where congregate nutrition service is provided are also eligible to participate. There is a suggested voluntary contribution of \$3.00 per meal for seniors ages 60 and above. The cost is \$7.00 for non-seniors.

Fiscal Impact

This is a reimbursement grant. The City initially incurs the expense associated with the program and then seeks reimbursement from the county.

The grant revenue of \$465,577 would be received into Account 10146300-44207.

City Council Agenda Report

Subject: Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for fiscal year 2026-2027 Congregate Nutrition Program

Meeting Date: July 13, 2026

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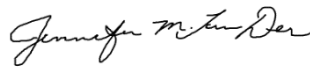
Summary/Conclusions

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

Respectfully submitted,



Denise Brown
Director



Jennifer Der
Recreation Services Manager



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for fiscal year 2026-2027 Senior Center Activities

Recommended Action

It is recommended the City Council authorize the City Manager to accept and appropriate grant funding in the amount of \$25,000 from the County of San Mateo Aging and Disabilities Services to subsidize Active Adult and Senior programming at our recreation facilities from July 1, 2026 through June 30, 2027.

Background

The County of San Mateo Aging and Disability Services has recommended awarding the City of Daly City \$25,000 in Older Americans Act (OAA) Title IIIB funding to support Senior Center Activities for Fiscal Year 2026–2027.

This new County of San Mateo Aging and Disability Services funding will support the delivery of 481 units of service (program hours) through recreation, health and wellness, educational, and social activities for any person sixty (60) years of age or older. Senior Center Activities are offered at Doelger Senior Center, Lincoln Park Community Center, Bayshore Community Center, Gellert Park Clubhouse, and War Memorial Community Center, providing accessible opportunities that promote healthy aging, lifelong learning, social engagement, and independence.

The City's Active Adult and Senior Services area will leverage this grant with City funding, staff, facilities, volunteers, and community partnerships to provide a comprehensive and cost-effective program that serves older adults throughout Daly City, with an emphasis on reaching those with the greatest social and economic need.

Fiscal Impact

This is a reimbursement grant. The City initially incurs the expense associated with the program and then seeks reimbursement from the county.

The grant revenue of \$25,000 would be received into Account 10146000-44207.

City Council Agenda Report
Meeting Date: July 13, 2026

Subject: Accept and Appropriate Grant from County of San Mateo Aging and Disabilities Services for fiscal year 2026-2027 Senior Center Activities

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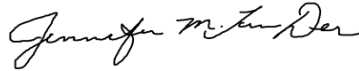
Summary/Conclusion

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

Respectfully submitted,



Denise M. Brown
Director



Jennifer M. Der
Recreation Services Manager

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

REAL-TIME INTELLIGENCE CENTER OPERATOR

DEFINITION

Under general supervision, the Real-Time Intelligence Center (RTIC) Operator provides real-time situational awareness and operational support to public safety personnel. The Operator monitors various technology and live time viewable systems, 911-related information, and data resource platforms to enhance and relay accurate, timely information to responding officers. Responsibilities include gathering and evaluating intelligence, communicating through radio and digital platforms, while also supporting the operation and upkeep of fixed and mobile camera systems as well as unmanned robotic systems. Performs related administrative and other duties as required.

EXAMPLES OF DUTIES

The RTIC Operator utilizes law enforcement technology solutions to observe and analyze live and historical data to enhance a coordinated response to active incidents in the field. Conducts searches through applicable databases, compiles relevant information on vehicles, persons, and locations, and communicates real-time updates directed at increasing officer awareness and safety. Tracks evolving incidents, assists in identifying suspects or vehicles when possible, and relays requests for additional resources when on-scene personnel are unable to do so. Monitors, audits, and maintains fixed and mobile camera assets to ensure consistent coverage, proper functionality, and system readiness. Reviews live and recorded video, documenting irregularities, reporting maintenance needs, and assisting with technical setup or adjustments during special events or critical incidents. Serves as an unmanned aerial system (UAS) pilot, providing aerial observation and operational support consistent with required certification. Prepares clear, concise written reports, presentations, and documents; compiles video evidence for investigations or public information needs; and ensures full compliance with confidentiality, privacy, and security standards governing public safety information. Communicates clear and concise information over various platforms, to include in-person presentations for educational or informational reasons. Engages with other agencies and City departments. Represents the Daly City Police Department with professionalism, empathy, and strong customer service in public-facing roles where applicable. The role will support administrative tasks, attend community events or gatherings as relevant to organizational needs and will perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Knowledge of law enforcement and policing principles in crime response, prevention and investigation, focused on operational field work; Real-Time Information

JOB SPECIFICATION

REAL TIME INTELLIGENCE CENTER OPERATOR (PAGE 2)

Center functions; video management systems; fixed and mobile camera platforms; public safety databases; local geography relevant to police operations, police department structure and functions, emergency response environments and protocols, record keeping, reporting and documentation practices, basics of psychological trauma and stress responses, crisis intervention principles, applicable federal, state, and local regulations related to law enforcement information, data privacy, and unmanned aerial systems. Familiarity with conflict resolution practices, customer service principles, and the operation of standard office and communication equipment and software

Ability to: Prepare effective written reports, effectively and professionally represent the City, monitor multiple information sources simultaneously, assess situations effectively, and communicate clearly and professionally in both oral and written form; maintain composure and exercise sound judgment during high-pressure or rapidly evolving situations; operate unmanned aerial systems, radio communication equipment, and specialized computer applications, including the ability to learn and adapt to new or evolving technologies and systems related to these tools; interpret maps and navigation resources, maintain confidentiality, follow established procedures, and work collaboratively with departmental staff, partner agencies, and members of the public; work evenings, weekends, holidays, or overtime and may interact with individuals who are distressed or under pressure. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or the equivalent. Graduation from a college or university with a Bachelor's Degree in Criminal Justice, Public Administration, or a related field desirable.

Experience: Experience in administrative support, law enforcement, military, emergency preparedness, dispatching, or a related public safety support role highly desired. Experience with Unmanned Aerial Systems (UAS) operations and security camera systems is also not required but is highly desired.

License: Possession of a valid Class C California Driver's License.

Special Requirements: Must pass a comprehensive police background investigation. Able to work flexible hours based on operational and departmental needs. Ability to obtain a Remote Pilot Certificate (Part 107) within one year of employment.

7/2026



City Council Meeting Agenda Report Item # _____

Meeting Date: July 13, 2026

Subject: **Approve Position for a Real Time Intelligence Center Operator for the Police Department and Assignment of Real Time Intelligence Center Operator to Range U039 of the Miscellaneous/ Unrepresented Salary Schedule**

Recommended Action

Staff recommends the City Council approve the addition of a Real Time Intelligence Center (RTIC) Operator position for the Police Department.

Background

The Police Department's RTIC is supporting community and officer safety and has increased efficiency and effectiveness in policing efforts. This RTIC Operator position will allow the department to expand coverage throughout the week.

Discussion

The RTIC provides support to officers in the field, helping improve response times and increase safety for all involved. The RTIC currently operates 5-days a week during peak hours. The addition of the RTIC Operator position will provide sufficient capacity and ability to allow the RTIC to operate 7 days a week during peak hours. The RTIC Operator will support the drone as a first responder program, along with operating accessible databases to better inform officers of timely and relevant information improving safety.

Fiscal Impact

The salary and benefits of the Real Time Intelligence Center Operator position are estimated to cost \$190,664 for FY27. There will be no increase to the Police Department's operating budget, as this position will be funded through the underfill of an existing budgeted Police Officer position.

Summary/Conclusion

Staff recommends that the City Council approve the position of the Real Time Intelligence Center Operator, assign the position to Range U039 of the Miscellaneous/Unrepresented Salary Schedule, and authorize filling of the position.

Respectfully submitted,

Cameron Christensen
Chief of Police

Attachments: Job Specification – Real Time Intelligence Center Operator



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Annual Report – Military Equipment Use for the Police Department

Recommended Action

Staff recommends City Council review and approve the annual Military Equipment Use report as required per Assembly Bill 481.

Background

On May 23, 2022, City Council approved adding Chapter 9.56 to the Daly City Municipal Code, adopting a Military Equipment Use Policy, a legislative requirement of California Assembly Bill 481 (2021). The legislation requires the Police Department report annually to Council.

Discussion

California Government Code § 7072 requires the annual report outline the purpose, use, acquisition or disposal, costs associated to, and any complaints reported related to associated equipment. The approved equipment in use by the department is outlined in the attached annual report. The equipment is standard in law enforcement and is intended to provide options to address critical incidents efficiently and safely with the ability to de-escalate and protect all involved. The department does not have any equipment provided by the military, or from related surplus programs, and the equipment is not specifically designed for military use.

During this annual reporting period, no complaints were received related to or for the deployment of the associated equipment. The department replenished miscellaneous munitions as needed for training purposes and purchased additional Unmanned Aerial Systems for use by the intelligence center, as well as kinetic energy launchers as older versions were no longer serviceable. The limited use of related items was specific to training requirements and the service of high-risk search/arrest warrant operations, where use ensured a safer outcome for officers and the community.

Text of AB 481, related California Government Codes, the City Policy, the equipment list and this annual report upon approval will be available as required on the Police Department website.

Summary/Conclusions

Staff recommend the City Council review and approve the annual report as required by the Military Equipment Use Policy. Staff are available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

Cameron Christensen
Chief of Police

Attachments: 1. 2025-2026 Military Equipment Use Annual Report



Daly City Police Department Annual Military Equipment Report

(July 2025 to June 2026)

California Assembly Bill 481 (AB 481) was signed into law on September 30, 2021. California Government Code §§ 7070, 7071, and 7072 codify the requirements established by AB 481 for law enforcement's acquisition, use, and funding of "military equipment."

In enacting AB 481, the Legislature stated the public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials to increase transparency, accountability, and oversight. The same applies to the public's right to participate in any government agency's decision to fund, acquire, or use such equipment.

The bill required law enforcement agencies that seek to continue the use of military equipment receive approval from their governing body. The Daly City Council approved DCPD Lexipol Policy 708 – Military Equipment and Daly City Municipal Code 9.56 – Military Equipment Use (Ordinance #1458) on May 23, 2022. The policy and inventory list are located on the Daly City Police Department's website.

The approved equipment available for use by the Police Department is included in the attached annual report for quick reference. The equipment in use is standard in law enforcement and is intended to provide the department options to efficiently address critical incidents with the ability to de-escalate and protect all of those involved. The Police Department does not have any equipment provided by the military, or from related surplus programs, and the equipment possessed and in use is not equipment specifically designed for military use.

California Government Code § 7072 requires law enforcement agencies to prepare annually, a Military Equipment Report. The annual Military Equipment Report is required to contain the following:

1. A summary of how the military equipment was used and the purpose of its use;
2. A summary of any complaints or concerns received concerning the military equipment;
3. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response;
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report;
5. The quantity possessed for each type of military equipment; and
6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

This annual Military Equipment Report satisfies the reporting requirements outlined in California Government Code § 7072.

The following is a summary of the Military Equipment owned and maintained by the Daly City Police Department as defined by California Government Code §7070:

Item	Quantity Owned	Gov't Code Subsection
Unmanned Aircraft Systems (UAS/Drones)	21	7070(c)(1)
Unmanned Ground Vehicles (Mini Vantage Robot)	1	7070(c)(1)
Armored Personnel Carrier (Lenco Bearcat)	1	7070(c)(2)
Semiautomatic Patrol Rifles	65	7070(c)(10)
Bolt-Action Sniper Rifles	5	7070(c)(10)
Breaching Apparatuses (Breaching Shotgun)	2	7070(c)(7)
40mm Launchers	14	7070(c)(14)
Kinetic Energy Munitions (Less Lethal Shotguns)	40	7070(c)(14)
Chemical Agents (Tear Gas)	130	7070(c)(12)
Flashbang Grenades	65	7070(c)(12)

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(1)	
Description:	Unmanned Aircraft Systems (UAS/Drones)
Quantity:	21
Capabilities:	Remotely piloted aerial vehicles capable of providing live and recorded video images captured from aerial positions, including images enhanced by optical zoom lenses.
Expected lifespan:	5 years
Manufacturer's description:	DJI Phantom 4 Pro V2: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensure additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. [1] A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator. The onboard camera features a 1-inch 20MP CMOS sensor and a mechanical shutter, eliminating rolling shutter distortion. An advanced sensor and impressive processing capture every detail and provides the image data needed for advanced post-production. The Phantom 4 Pro V2.0 camera has an optimized f/2.8 wide-angle lens, ensuring consistently detailed photos and videos that remain vivid and sharp while maintaining color accuracy. Loki MkII: The Loki MkII is an indoor tactical UAS designed for close-quarter scouting missions. It can operate in indoor and confined spaces to enable rapid situational awareness and precise decision-making, thereby enhancing safety. Skydio X10: The Skydio x10 is a powerful yet portable drone made for public safety, inspection, and more. With up to 40 minutes of flight time and an integrated camera, the X10 is small and mobile while still providing the image resolution needed for various missions. The Daly City Police Department has the potential to launch the X10 in different ways, including remotely, which would improve the abilities of the UAS program.
Purpose(s)/Authorized Use:	UAS/Drones may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Current uses for the UAS/Drones include traffic collision investigations and/or urgent community safety needs. These devices are not used for general tracking or surveillance purposes.
Fiscal Impacts:	The total approximate cost of the UAS program in FY2026 was approximately \$305,000. This cost included software, contracts, equipment, and professional services. Some of these costs are reoccurring to maintaining equipment and maintenance. Any additional purchases anticipated for the upcoming fiscal year will be discussed and presented to the City Council.
Legal/Procedural Rules Governing Use:	The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).
Required training:	The Daly City Police Department provides internal training for officers before being permitted to pilot these items, as well as ongoing training to ensure proficiency. Pilots also receive FAA certifications and attend a CA POST approved pilot course. FAA requirements are met and followed, to include notification and reporting.

Other Notes:	None
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Government Code Section § 7072 – Annual Report: Unmanned Aircraft Systems (UAS/Drones)	
Summary of how the military equipment was used and the purpose of its use:	The UASs were deployed within the guidelines set forth in Lexipol Policy 612. Examples of the general guidelines for deploying a UAS are outlined under Lexipol Policy 612.5 “Use of UAS.” In total there were 404 training or pre-shift inspection flights, and there were 523 operational flight missions. The 523 operational flights were related to 235 separate incidents. In summary these deployments were related to documenting investigative scenes, public safety, and life preservation missions, searching for wanted suspects, and incidents involving suspected explosive devices and hazmat materials. All uses of a UAS are thoroughly documented, which is also required by the FAA. Every flight is logged in the associated software, and includes the device, the operator, date/time, and GPS location
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: The total approximate cost of the UAS program in FY 2025/2026 was approximately \$305,000. This cost included software, contractual, equipment, and professional services. This includes the purchase of 19 new systems expanding the abilities of the program to include drone as a first responder and interior operations.
Quantity:	21
Intention to acquire more:	Given the success realized in operational missions towards community and officer safety, we are evaluating options to expand our UAS technology and subsequently expand the quantity and type of UAS equipment we have. This request will go before Council for review and approval prior to purchasing any new equipment.

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(1)	
Description:	Unmanned Ground Vehicles (Mini Vantage Robot)
Quantity:	1
Capabilities:	The Mini Vantage is a small robotic vehicle capable of being remotely navigated through a variety of environments to provide scene information and intelligence in the form of video and still images transmitted to the user.
Expected lifespan:	Approximately 7-10 years
Manufacturer's description:	The 4.5-pound Mini Vantage is a throwable remote-controlled vehicle that can be quickly deployed by hand. It can maneuver over small objects, climb up to 8", and it has a 2-hour runtime. It is only outfitted with a 120-degree color camera, allowing officers the ability to clear an interior space prior to entry. It has a 3-pound payload capacity, which would allow for the ability to deliver a cell phone to a subject for negotiation or communication purposes. The Mini Vantage is not, nor is it designed to be, equipped with any lethal or non-lethal force devices. This UGV would be accessible to patrol and tactical teams to reduce confrontations while responding to critical incidents.
Purpose(s)/Authorized Use:	To enhance the safety of potentially dangerous situations by providing first responders with the ability to capture video and still images of hazardous areas prior to, or in lieu of, sending in personnel.
Fiscal Impacts:	The Transcend Robotics, Mini Vantage, was purchased using Federal Asset Forfeiture at a one-time cost of \$19,229. There are no ongoing costs associated with its operation and maintenance.
Legal/Procedural Rules Governing Use:	The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).
Required training:	The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to pilot this robotic vehicle.
Other Notes:	None

Government Code Section § 7072 – Annual Report:**Unmanned Ground Vehicles (Mini Vantage Robot)**

Summary of how the military equipment was used and the purpose of its use:	The Mini Vantage Robot was utilized twice. Each utilization was to clear a residential area where it was unknown if a suspect was hiding within. Both cases were related to crimes where a suspect used a firearm in an assault, one of which was a homicide.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	None
Quantity:	1
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(2)	
Description:	Armored Personnel Carrier (Lenco Bear)
Quantity:	1
Capabilities:	The Lenco Bear is a tactical armored vehicle capable of transporting 8- 10 officers and equipment during tactical and recovery operations, offering ballistic protection and other features to enhance the safety of involved personnel during potential high-risk tactical and recovery/rescue operations.
Expected lifespan:	Varies on usage
Manufacturer's description:	The Lenco Bear is the standard tactical armored vehicle for special operations units within the US Law Enforcement community. Since the early 2000s, agencies such as LAPD, LASD SEB, NYPD ESU, Boston PD and hundreds of Federal, State and Local Law Enforcement agencies have made the Lenco Bear part of their standard operating equipment. The Bear has excellent on-road driving characteristics and maneuverability in tight urban settings. The large floor plan seats 8 – 10 fully equipped officers with a long list of tactical features only found on the Lenco Bear.
Purpose(s)/Authorized Use:	To enhance the safety and tactical advantage of officers and support personnel during potentially dangerous situations or high-risk tactical operations, as well as rescue missions.
Fiscal Impacts:	The Lenco Bear is owned and maintained by San Mateo County Office of Emergency Service. It was not purchased or funded by the Daly City Police Department, however it is stored and used primarily by officers of the Daly City Police Department. The only ongoing costs incurred by the Daly City Police Department are for fuel, which varies depending on usage.
Legal/Procedural Rules Governing Use:	The Daly City Police Department recognizes the use of armored vehicles during law enforcement operations can potentially startle members of the public or create a sense of fear amongst the community. As such, the use of the armored vehicle is limited to SWAT Team operations or other law-enforcement responses or events that are considered high risk. Special consideration is given in analyzing the risk factors associated with the intended operation or event with the need for the added protection offered by the armored vehicle. During specific community events, the armored vehicle can be used as a static display when appropriate and when authorized by the SWAT Commander. Drivers shall adhere to all applicable State and Local laws governing emergency vehicle use.
Required training:	The Daly City Police Department SWAT Team provides internal training for officers before they are permitted to drive the armored vehicle.
Other Notes:	None

Government Code Section § 7072 – Annual Report:**Armored Personnel Carrier (Lenco Bearcat)**

Summary of how the military equipment was used and the purpose of its use:	The Daly City SWAT Team utilized the Lenco Bear six times. All the utilizations occurred when responding to high-risk active threats or serving search warrants for crimes involving violence and/or firearms.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this military equipment.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Daly City does not incur maintenance costs as it is a County mutual asset. The operating cost is approximately \$300 for fuel through the Corporation Yard.
Quantity:	1
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(10)	
Description:	Semiautomatic Patrol Rifles
Quantity:	65
Capabilities:	The Colt M4 Carbine (AR-15) semi-automatic rifle fires 5.56 x 45mm (.223 caliber) ammunition and is capable of firing at greater distances and with greater accuracy than department-issued pistols.
Expected lifespan:	Approximately 10 years or 20,000 rounds
Manufacturer's description:	Colt M4 Carbine (AR-15): Built for the demanding use of those who protect our communities every day, the Colt M4 Carbine Patrol Rifle is the next evolution in the world's most dependable, thoroughly field-tested patrol rifle. It is a lightweight, magazine-fed, gas-operated semi-automatic rifle. It is the semi-automatic version of the M16 rifle sold for the civilian and law enforcement markets in the United States. The Colt M4 Carbine Patrol Rifle reestablishes the Colt AR-15® as the finest tool for local, regional, and national law enforcement agencies.
Purpose(s)/Authorized Use:	Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include but are not limited to: 1) Situations where the officer reasonably anticipates an armed encounter. 2) When an officer is faced with a situation that may require accurate and effective fire at distances beyond the effective range of a duty pistol. 3) Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. 4) When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. 5) When an officer reasonably believes that a suspect may be wearing body armor. 6) When authorized or requested by a supervisor.
Fiscal Impacts:	Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for ammunition will vary.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.
Required training:	Officers must successfully complete a CA POST certified 24-hour patrol rifle course as well as annual Department firearms training and qualifications as required by law and policy.
Other Notes:	These rifles are standard issue service weapons for our officers and therefore exempt from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.

Government Code Section § 7072 – Annual Report:**Semiautomatic Patrol Rifles**

Summary of how the military equipment was used and the purpose of its use:	The rifles were deployed within the guidelines set forth in Lexipol Policy 428. Examples of the general guidelines for deploying the patrol rifle are outlined above under the “Authorized Use” section. There were no utilizations of the Semiautomatic Patrol Rifles involving the use of deadly force.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD audited and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: \$0 (no new rifles were acquired) Training/Supplies: \$41,949.93 (Ammunition/Parts) Funding Source: Police Budget
Quantity:	65
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(10)	
Description:	Bolt-Action Sniper Rifles
Quantity:	5
Capabilities:	The Remington 700 Sniper Rifle is a bolt-action, precision-fire weapon system that fires 7.62 x 51mm (.308 caliber) ammunition. It is capable of firing at greater distances and with great accuracy than Department issued patrol rifles. The five rifles owned by the Department are outfitted with high-powered adjustable magnification optics for observation and targeting.
Expected lifespan:	Approximately 15 years or 10,000 rounds
Manufacturer's description:	Remington Model 700: The Remington® Model 700® Bolt- Action Rifle is enhanced to hit targets at long ranges. At the heart of this specialized long-range rifle is the famous Model 700 action that has been proven for reliability and precision accuracy in combat with the U.S. Army's M24 sniper rifle. The Model 700 Long Range rifle comes with a tactical stock made of solid urethane combined with aramid, graphite, and fiberglass. The barreled receiver is bedded with an aluminum block, and the heavy-contoured barrel is free-floated, providing excellent accuracy and minimal shift in zero caused by changes in the environment. The non-reflective stock and exterior metal blend in with a wide range of environments. The 2-position safety at the rear of the action is quick to operate with the thumb and can also be gripped with the forefinger and thumb and moved extra quietly to the fire position. The Remington Model 700 Long Range Bolt-Action Rifle comes drilled and tapped for scope mounts. An extra sling swivel stud on the fore-end provides an attachment point for a bipod.
Purpose(s)/Authorized Use:	This rifle is authorized for use by trained precision rifle operators, who are a component of the SWAT Team. Operators may deploy this rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed, which may include, but are not limited to: (1) Situations where the officer reasonably anticipates an armed encounter. (2) When the officer is faced with a situation that may require accurate and effective fire at long range. (3) Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower. (4) When an officer reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage. (5) When an officer reasonably believes that a suspect may be wearing body armor. (6) When authorized or requested by a supervisor.
Fiscal Impacts:	The five rifles were initially purchased by the Daly City Police Department prior to 2005 for approximately \$5,000. In 2016, the Department had all five rifles rebuilt for approximately \$10,100 after exceeding their lifespan of 10,000 rounds. In 2020, the Department purchased five Leupold scopes for the rifles for approximately \$9,250. Basic maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for ammunition will vary.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.
Required training:	In addition to the Patrol Rifle Course and Basic SWAT Operator training, SWAT Snipers must successfully complete a CA POST-certified Basic Sniper Course and regular SWAT Sniper training and qualifications as required by law and policy.
Other Notes:	None

Government Code Section § 7072 – Annual Report:**Bolt-Action Sniper Rifles**

Summary of how the military equipment was used and the purpose of its use:	There were no utilizations of the bolt-action Sniper Rifles involving the use of deadly force. The specialized unit that utilizes these rifles trains monthly, and the only associated cost is ammunition for training needs.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: \$0 (no new rifles were acquired) Training/Supplies: \$12,619.55 (ammunition)
Quantity:	5
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(1)	
Description:	Breaching Apparatuses (Breaching Shotgun)
Quantity:	2
Capabilities:	The Royal Arms Breaching Shotgun is capable of firing 12-gauge shotgun ammunition. It is a compact and modified version of the Remington 870 platform designed for breaching purposes. It is specifically intended to fire frangible compressed copper slugs to breach doorway locking mechanisms while minimizing overpenetration or risk of injury to persons near the doorway or lock.
Expected lifespan:	Approximately 15 years
Manufacturer's description:	Royal Arms Breaching Shotgun starts out with the tried-and-true Remington 870 Police Model 12 Ga Shotgun as its base. We then completely modify it with our custom CNC machined parts to be the ultimate Breaching Shotgun. Royal Arms invented the Breachers and Breaching shotguns, why settle for an imitation or knock off when you can buy the best American Made Breaching Shotgun for all Tactical Operators and discerning individuals. Royal Arms Tesar-2 Black Cap Slugs: 425 grain compressed copper slug, frangible. Slug Material: Copper powder. Velocity: 1,525 feet per second. Use: For metal doors, locks, and hinges. Defeats: Heavy locks, dead-bolts and hinges (solid oak – steel doors).
Purpose(s)/Authorized Use:	The breaching shotguns are intended for use as a breaching option during tactical entry into a dwelling or other enclosed space when other breaching options have failed, or when authorized by a supervisor.
Fiscal Impacts:	The initial cost of the two Royal Arms Breaching Shotguns were \$2,300. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for breaching munitions will vary.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.
Required training:	Officers must complete a CA POST certified Tactical Breacher Course as well as ongoing Department SWAT Training.
Other Notes:	None

Government Code Section § 7070(c)(1) – Annual Report: Breaching Apparatuses (Breaching Shotgun)	
Summary of how the military equipment was used and the purpose of its use:	There were no utilizations of the Breaching Shotguns.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: \$0 (no new shotguns were acquired) Training/Supplies: \$0
Quantity:	2
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(14)	
Description:	40mm Launchers and Kinetic Energy Munitions
Quantity:	14
Capabilities:	The Penn Arms CTS multi-shot 40mm launcher is capable of firing 40mm kinetic energy munitions, also commonly referred to as specialty impact munitions (SIM), which are less-lethal projectiles. The 40mm launcher is also capable of firing 40mm chemical agent munitions, commonly referred to as “tear gas” or CS gas. Refer to “Tear Gas and Chemical Agents” page for further details on these munitions. The Daly City Department has outfitted the launchers with Aimpoint optics for aiming and targeting purposes.
Expected lifespan:	Approximately 15 years
Manufacturer's description:	The Penn Arms CTS multi-shot 40mm launcher is a pump action advance magazine drum launcher, with a six-shot capacity and rifled barrel. The approved 40mm impact munition for patrol use is the CTS Tactical 4557 40mm Point Control Impact Munitions. This lightweight, high-speed projectile incorporates a plastic body and closed cell neoprene material which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifle barrel. The round uses smokeless powder as the propellant and has velocities that are extremely consistent. The CTS Tactical 4556 40mm Frangible Impact OC powder are designed to disperse marking powder on and around the target following deployment. The frangible Impact+ munitions are spin-stabilized projectiles and deliver multi-effects of blunt trauma and dispersal of irritant powder on and around target. Although it is extremely accurate and consistent, accuracy is dependent on the launcher, using open sights vs. an improved sight, environmental conditions, and the operator. Effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.
Purpose(s)/Authorized Use:	The 40mm Launchers, kinetic energy munitions, and chemical agent munitions are intended for use as a less-lethal force response option.
Fiscal Impacts:	Replacement 40mm launchers were purchased this last fiscal year along with optics. Maintenance is conducted by trained and authorized Departmental staff. The ongoing costs for munitions will vary.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.
Required training:	Officers must complete a department 40mm course as well as regular training and qualifications as required by law and policy. Chemical agent munitions for the 40mm launcher are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of Department training by CA POST certified Chemical Agent Instructors.
Other Notes:	The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the 40mm launcher.

Government Code Section § 7070(c)(14)– Annual Report:	
40mm Launchers	
Summary of how the military equipment was used and the purpose of its use:	There were three utilizations of the 40mm Launchers. The 40mm munitions were deployed within the guidelines set forth in Lexipol Policy 308. Examples of the general guidelines for utilizing 40mm munitions are outlined under Lexipol Policy 308.6 “Impact Munitions.”
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: Acquisition: \$37,297.84 Training/Supplies: \$177.88 (maintenance)
Quantity:	15
Intention to acquire more:	No

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(14)	
Description:	Kinetic Energy Munitions (Less Lethal Shotguns)
Quantity:	40
Capabilities:	The Remington 870 Police Magnum is capable of firing 12-gauge shotgun ammunition. These shotguns were previously in service at the Daly City Police Department as lethal force options but were converted into less-lethal shotguns using Hogue 870 conversion kits. All Remington 870 shotguns currently owned by the Department are less-lethal shotguns, 37 of which are used to deploy bean bag rounds only. The bean bag shotgun is capable of firing 12-gauge kinetic energy munitions, which are less-lethal projectiles. Specifically, the kinetic energy munitions used in these shotguns are drag stabilized bean bags that are propelled out of a 12-gauge cartridge. Two of the less-lethal shotguns have been equipped with a launching apparatus on the muzzle that enables certain less-lethal chemical agents to be deployed from the shotgun, described elsewhere under "Tear Gas and Chemical Agents."
Expected lifespan:	Approximately 15 years
Manufacturer's description:	The Remington Model 870 Police Magnum is a pump-action 12- gauge shotgun. Featuring an ultra-durable packetized matte finish, synthetic stocks, 18-inch barrel with front sight and a 4-round magazine. Hogue 870 Conversion Kit: Hogue rubber grips are molded from durable synthetic rubber that is neither spongy nor tacky yet provides a soft recoil absorbing feel without affecting accuracy. This modern rubber requires a completely different molding process than ordinary neoprene, resulting in a superior grip. The flexibility of our materials and molding process has allowed us to produce rubber grips with features that outperform all other makes. The approved 12-gauge munitions for patrol use is the The CTS Tactical 12-Guage Bean Bag "Super-sock",. Round is comprised of a translucent 12-Gauge shell loaded with a 40-gram, tear-shaped bag made of shot filled ballistic fiber. The 12-Gauge Bean Bag Round utilizes smokeless powder as a propellant.
Purpose(s)/Authorized Use:	The bean bag shotguns and kinetic energy munitions are intended for use as a less-lethal force response option.
Fiscal Impacts:	None
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force and Firearms.
Required training:	Officers must complete a Department Less-lethal Shotgun course as well as regular training and qualifications as required by law and policy. Launchable chemical agent canisters for the less-lethal shotguns outfitted with the appropriate launching apparatus are only authorized for use by Department SWAT team members and Crowd Control Unit personnel after completion of department training by CA POST certified Chemical Agent Instructors.
Other Notes:	The department currently has four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agent munitions with the less lethal shotgun.

Government Code Section § 7070(c)(14) – Annual Report:

Kinetic Energy Munitions (Less Lethal Shotguns)

Summary of how the military equipment was used and the purpose of its use:	There were two utilizations of impact munitions from the Less Lethal Shotguns. The less lethal shotguns were deployed within the guidelines set forth in Lexipol Policy 308. Examples of the general guidelines for utilizing less lethal shotguns are outlined under Lexipol Policy 308.6 "Impact Munitions."
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding this item.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Acquisition: None Training/Supplies: \$0
Quantity:	40
Intention to Acquire More:	The current Remington 870 Police Magnum shotguns need replacement due to normal wear and tear. The department is currently testing and evaluating replacement shotguns.

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(12)	
Description:	Chemical Agents (Tear Gas)
Quantity:	130
Capabilities:	Chemical agents, sometimes referred to as “tear gas” or riot control agents, are less-lethal chemical compounds that temporarily induce discomfort to an individual in the form of one or more of the following: Irritation to the skin, eyes, mouth, throat, and lungs. The goal of which is to gain compliance, dispersal, or direct the movement of one or more individuals. The Daly City Police Department owns multiple types of chemical agents in various forms. The units are expendable items; therefore, the quantities will vary. Each chemical agent type has different capabilities. The types and manufacturers are as follows: (1) Defense Technologies Spede-Heat CS gas canister, 81.2g, 20-40 second burn time (2) Defense Technologies Flameless Tri-Chamber CS gas canister, 20.0g, 20-30 second burn time (3) Combined Tactical Systems Indoor Baffled CS gas canister, 25.0g, 20-40 second burn time, launchable through outfitted less-lethal shotgun apparatus, requires specific blank 12 gauge launching cartridge manufactured by Combined Tactical Systems (4) Defense Technologies 40mm Liquid Ferret Round, liquid CS projectile dispersed upon impact, 8.0g, launchable though 40mm launcher. (5) Defense Technologies Pocket Tactical CS gas canister, 20.0g, 20-40 second burn time (6) Defense Technologies Maximum Smoke HC (Hexachloroethane) grenade, smoke screen, 1 ½ - 2-minute burn time (7) Defense Technologies Triple-Chaser, CS gas canister, 90.7g, 20-30 second burn time
Expected lifespan:	Varies on weather and storage conditions.
Manufacturer's description:	Defense Tech Spede-Heat CS canister: The Spede-Heat™ CS canister is a high volume; continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable canister is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent. Defense Tech Flameless Tri-Chamber CS canister: The design of the Tri-Chamber Flameless CS canister allows the contents to burn within an internal can and disperse the agent safely with reduced risk of fire. The canister is designed primarily for indoor tactical situations to detect and/or dislodge a barricaded subject. This grenade will deliver approximately .70 oz. of agent during its 20-25 seconds burn time. The Tri-Chamber Flameless canister can be used in crowd control as well as tactical deployment situations by Law Enforcement and Corrections but was designed with the barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects. The purpose of the Tri-Chamber Flameless canister is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The Tri-Chamber Flameless canister provides the option of delivering a pyrotechnic chemical device indoors, maximizing the chemicals’ effectiveness via heat and vaporization, while minimizing or negating the chance of fire to the structure. The Tri-Chamber Flameless canister is NOT to be launched utilizing a launching cup. Combined Tactical Systems Indoor Baffled CS canister: Pyrotechnic canister designed for

	indoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire. Combined Tactical Systems 12 gauge Launching Cartridge: The Model 2600 Launching Cartridge is a 12-gauge cartridge much shorter than standard full-sized 12-gauge cartridges. Therefore, to prevent weapon malfunctions, each cartridge must be manually loaded into the chamber for each shot. Effective range is dependent on the launching cup, launcher, and weight of munitions being launched. The baseline for performance of a Model 2600 Launching Cartridge is that it will launch a Model 9230 CS canister a minimum of 100 yards (91M), with cylinder bore and 18" bbl. Defense Technologies 40mm Liquid Ferret Round: The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of a structure or vehicle. In a tactical deployment situation, the 40mm Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects. Defense Technologies Pocket Tactical CS Gas canister: The Pocket Tactical CS canister is small, and lightweight. The 0.9 oz. of active agent will burn approximately 20-40 seconds. At 4.75 in. by 1.4 inches in size, it easily fits in most tactical pouches. This is a launchable canister; however, it is normally used as a signaling or covering device. Though this device is slightly over four inches in length, it produces a smoke cloud so fast it appears to be an enveloping screen produced by a full-size tactical canister. Defense Technologies Maximum Smoke HC canister: The Maximum Smoke canister is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 30-40 seconds through four gas ports located on the top of the canister. This canister can be used to conceal tactical movement or to route a crowd. The volume of smoke and agent is vast and obtrusive. This launchable colored smoke canister is 6.0 in. by 2.35 in. and holds approximately 2.9 oz. of active agent. Defense Technologies Triple-Chaser CS Gas Canister: The Triple-Chaser® CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.
Purpose(s)/Authorized Use:	Chemical agents are intended for use as a less-lethal force response option. They can only be deployed by trained Department personnel for riot control purposes, during tactical operations involving barricaded suspects, or in other situations where lesser means are reasonably believed to be ineffective or involve substantially more risk to department personnel.
Fiscal Impacts:	The ongoing cost of chemical agents will vary. The cost of the Department's present

	inventory of chemical agents was approximately \$8,360. There are no associated maintenance costs.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.
Required training:	Officers must be assigned to the Department SWAT Team or Crowd Control Unit, having completed the required training course(s) associated with that position. SWAT Team officers or Crowd Control Unit officers will complete department chemical agents training from a certified department Chemical Agents Instructor as well as attend regular training and qualifications as required by law and policy.
Other Notes:	The Daly City Police Department presently employs four trained and qualified Chemical Agent Instructors who are authorized to train SWAT Team members and Crowd Control Unit personnel on the use of chemical agents.

Government Code Section § 7070(c)(12) – Annual Report: Chemical Agents (Tear Gas)	
Summary of how the military equipment was used and the purpose of its use:	There was no utilization of Chemical Agents in Daly City. The specialized units responsible for this equipment train annually with it to ensure proficiency.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding these items.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	Training/Supplies: \$0 (No new chemical agents were acquired)
Quantity:	130
Intention to Acquire More:	No intention to acquire additional units, only replace those utilized in a training environment.

QUALIFYING EQUIPMENT OWNED/UTILIZED BY THE DALY CITY POLICE DEPARTMENT GOVERNMENT CODE §7070(c)(12)	
Description:	Flashbang (Diversionary) Devices
Quantity:	65
Capabilities:	The flashbang, sometimes referred to as “stun grenade,” is a diversionary device that delivers a bright flash and loud explosive-type noise when deployed. This is a non-lethal handheld grenade that does not fragment or produce any shrapnel.
Expected lifespan:	Varies on weather and storage conditions
Manufacturer's description:	Defense Technologies Low Roll 4-gram Distraction Device: The reloadable distraction device unit incorporates a model 7007 type fuse with hex design gun steel body. This is a compact version of the 8933 Low Roll® body Distraction Device and is the newest version of the first reusable non-bursting canister that limits movement and rolling once deployed. The compact Distraction Device fits safely in your hand and packs all the power of the full-size Distraction Device. The 4-Gram Distraction Device® Reload produces a reduced light, and sound output ideal for when the full effects of the 12-gram charge are not desirable.
Purpose(s)/Authorized Use:	Diversionary devices are intended as a distraction during high-risk entries into a dwelling, similar structures, or other operations by SWAT operators. They can be deployed by trained Department SWAT operators when authorized by a supervisor or in the event of exigent circumstances.
Fiscal Impacts:	The ongoing cost of diversionary devices will vary. The cost of the Department’s present inventory of diversionary devices was approximately \$2,820.
Legal/Procedural Rules Governing Use:	All applicable Local, State, and Federal laws governing police use of force. All applicable Daly City Police Department Policies on Use of Force.
Required training:	Officers must be assigned to the Department SWAT Team, having completed a CA POST Basic SWAT Course. SWAT Team officers participate in regular Department SWAT training incorporating the use of the diversionary devices into trainings.
Other Notes:	None

Government Code Section § 7070(c)(12) – Annual Report:**Flashbang Grenades**

Summary of how the military equipment was used and the purpose of its use:	The Daly City SWAT Team and Covert Surveillance Unit utilized Flash Bang diversionary devices 10 times during high-risk search/arrest warrant operations for crimes involving violence and/or firearms.
Complaints or Concerns:	Daly City PD did not receive any complaints or concerns regarding these items.
Audits, Violations, Actions:	Daly City PD conducted an audit of the equipment and accounted for all equipment. There were no violations of the use policy.
Total Annual Cost:	There were no costs over the last fiscal year.
Quantity:	65
Intention to Acquire More:	No intention to acquire additional units, only replace those utilized in a training environment.



City Council Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Authorize the City Manager to Execute a Professional Service Agreement with Zoon Engineering for the Westlake Slurry Seal Project

Recommended Action

Staff recommends that the City Council authorize the City Manager to execute an agreement and any amendments, in an amount not to exceed \$280,930.00, for professional services with Zoon Engineering of Emeryville, California, to provide construction support services for the Westlake Slurry Seal Project.

Background

In June 2026, City Council awarded a construction contract to Graham Contractors, Inc. of San Jose, California, in the amount of \$2,341,427.51 for the Westlake Slurry Seal Project.

The project includes slurry sealing approximately 13.9 miles of City streets in the Westlake area. The purpose of the Westlake Slurry Seal Project is to slurry seal City streets in the Westlake area to extend the useful life of the pavement and install traffic striping and pavement markings.

Discussion

Staff released a Request for Proposals (RFP) for construction inspection services on May 28, 2026 to fifteen firms from the City's 2025 General Engineering Services short list with expertise in construction inspection and observation. The RFP was also published on the City's website for Bid Postings. Proposals were received from six firms on June 23, 2026 and a panel consisting of staff from the Public Works Department evaluated the proposals on their technical merits. Zoon Engineering ranked first and is recommended for the project based on their experience and qualifications.

Fiscal Impact

The professional services agreement with Zoon Engineering provides for a not-to-exceed amount of \$255,388.70. An additional \$25,541.30 (10%) is needed for contingency which brings the total cost to \$280,930.00.

Sufficient Funds are available in the Transportation Fund Project Account 21762100 – Westlake Slurry Seal to fully fund the professional services contract.

Summary/Conclusion

Staff recommends that the City Council authorize the City Manager to execute an agreement and any amendments, in an amount not to exceed \$280,930.00, for professional services with Zoon

**Authorize the City Manager to Execute a Professional Services Agreement
for the Westlake Slurry Seal Project
Meeting Date: July 13, 2026
Page 2 of 2**

Engineering of Emeryville, California, to provide construction support services for the Westlake Slurry Seal Project.

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

Respectfully submitted,



Benjamin Zee
Engineer I



Joshua Cosgrove
Acting Director of Public Works

Attachments: Zoon Engineering Professional Services Agreement

**AGREEMENT WITH ZOON ENGINEERING
FOR CONSTRUCTION INSPECTION AND SUPPORT SERVICES
FOR
City of Daly City**

This Agreement, made and entered into this ____ day of _____, 2026 (the "Effective Date") by and between the **CITY OF DALY CITY**, a municipal corporation existing under the laws of the State of California ("CITY"), and **ZOON ENGINEERING**, a California S-Corporation ("CONSULTANT"):

ZOON ENGINEERING
3960 Adeline Street #3
Emeryville, CA 94608

R E C I T A L S :

A. CITY desires certain construction document services hereinafter described as the design services for WESTLAKE SLURRY SEAL PROJECT.

B. CITY desires to engage CONSULTANT to provide these consulting services by reason of its qualifications and experience for performing such services and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

NOW, THEREFORE, IT IS AGREED as follows:

SECTION 1 - SCOPE OF SERVICES

The scope of services to be performed by CONSULTANT under this Agreement is as described in Exhibit A to this Agreement, the proposal from ZOON ENGINEERING dated June 23rd, 2026 and fee proposal dated July 7, 2026, attached and incorporated by reference.

SECTION 2 - DUTIES OF CONSULTANT

CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its work.

CONSULTANT represents that it is qualified to furnish the services described under this Agreement.

CONSULTANT shall be responsible for employing or engaging all persons necessary to perform the services of CONSULTANT.

SECTION 3 - DUTIES OF CITY

CITY shall provide pertinent information regarding its requirements for the project.

CITY shall examine documents submitted by CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONSULTANT'S work.

SECTION 4 - TERM

The services to be performed under this Agreement shall commence on the Effective Date and be completed within one (1) year.

SECTION 5 - PAYMENT

Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONSULTANT, on a time and materials basis, pursuant to rates stated in Exhibit A to this Agreement, attached and incorporated by reference. In no event shall CONSULTANT's total compensation under this Agreement exceed two hundred fifty-five thousand three hundred eighty-eight dollars and seventy cents (\$255,388.70).

SECTION 6 – TERMINATION

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend work on the Project for any reason, upon ten (10) days' written notice to CONSULTANT. CONSULTANT agrees to cease all work under this Agreement upon receipt of said written notice.

Upon termination and upon CITY'S payment of the amount required to be paid, documents become the property of CITY, and CONSULTANT shall transfer them to CITY upon request without additional compensation.

SECTION 7 - OWNERSHIP OF DOCUMENTS

All documents prepared by CONSULTANT in the performance of this Agreement, although instruments of professional service, are and shall be the property of CITY, whether the project for which they are made is executed or not.

SECTION 8 - INDEPENDENT CONTRACTOR

It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may

have to any such rights.

SECTION 9 - CONFIDENTIALITY

All reports and documents prepared by CONSULTANT in connection with the performance of this Agreement are confidential until released by CITY to the public. CONSULTANT shall not make any such documents or information available to any individual or organization not employed by CONSULTANT or CITY without the written consent of CITY before any such release.

SECTION 10 - INTEREST OF CONSULTANT

CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

SECTION 11 – USE OF SUBCONSULTANTS

CONSULTANT shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the CITY, except for service firms engaged in drawing, reproduction, typing, and printing. CONSULTANT shall be solely responsible for reimbursing any subconsultants and the CITY shall have no obligation to them.

SECTION 12 - CONSULTANT'S STATUS

It is expressly agreed that in the performance of the professional services required under this Agreement, CONSULTANT shall at all times be considered an independent CONSULTANT as defined in Labor Code Section 3353, under control of the CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONSULTANT an agent or employee of CITY while providing services under this Agreement.

SECTION 13 – SB 1383 COMPLIANCE

To the extent applicable, CONSULTANT shall comply with the requirements set forth in SB 1383 and Public Contracts Code Section 22150 for the procurement of recycled paper products. To the extent that the fitness and quality are equal, CONSULTANT shall purchase recycled products, as defined in Public Contracts Code Section 12200 instead of nonrecycled products. Upon completion of the term of this Contract, CONSULTANT shall provide records to the CITY demonstrating compliance with this section, including copies of all invoices, receipts, or other proofs of purchase that detail the procurement of paper products.

SECTION 14 - INDEMNITY

To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), Consultant and Consultant's sureties agree to defend (with legal counsel acceptable to the City), indemnify and hold harmless the City, its officers, agents,

officials, representatives, employees and volunteers (collectively “Indemnitees”) from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including, without limitation, incidental and consequential damages, court costs, attorneys’ fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation), that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively “Liabilities”). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities arise out of the sole negligence, active negligence, or willful misconduct of Indemnitee.

Acceptance by the City of the work performed under this Agreement does not operate as a release of Consultant from such professional responsibility for the work performed pursuant to this Agreement.

The duty of Consultant and its sureties to indemnify and hold harmless as set forth above, shall include the duty to defend as set forth in Section 2778 of the California Civil Code, provided, however, that nothing herein shall be construed to require the Consultant to indemnify the City, its subsidiary districts, its officers, agents or employees against any responsibility for liability in contravention of Section 2782 of the California Civil Code. To the extent there is an obligation to indemnify under this Section, Consultant shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant’s negligence, recklessness, or willful misconduct.

Consultant and its sureties expressly and specifically agree to waive any and all subrogation rights it may have against the City, its subsidiary districts, officers or employees. Indemnification and waiver of subrogation contained in this section shall remain operative and in full force and effect regardless of any termination of this Agreement.

SECTION 15 - INSURANCE

CONSULTANT shall procure and maintain for the duration of the contract and three years thereafter (five years for building or major improvements) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONSULTANT, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall

apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONSULTANT has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the CONSULTANT's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate

If the CONSULTANT maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its elected and appointed officials, employees, and agents are to be covered as insureds on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the **CONSULTANT's insurance coverage shall be primary** insurance as respects the City, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the City, its elected and appointed officials, employees, or agents shall be excess of the CONSULTANT's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days' prior written notice** (10 days for non-payment) has been given to the City.

Waiver of Subrogation

CONSULTANT hereby grants to City a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against the City by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to

effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the CONSULTANT to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Claims Made Policies (note – should be applicable only to professional liability, see below)
If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract Effective Date, the CONSULTANT must purchase "extended reporting" coverage for a minimum of ***five (5) years after completion of work.***

Verification of Coverage

CONSULTANT shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

SECTION 16 - NONASSIGNABILITY

Both parties hereto recognize that this Agreement is for the personal services of CONSULTANT and cannot be transferred, assigned, or subcontracted by CONSULTANT without the prior written consent of CITY.

SECTION 17 - RELIANCE UPON PROFESSIONAL SKILL OF CONSULTANT

It is mutually understood and agreed by and between the parties hereto that CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done under this Agreement and that CITY relies upon the skill of CONSULTANT to do and perform the work in

the most skillful manner, and CONSULTANT agrees to thus perform the work. The acceptance of CONSULTANT's work by CITY does not operate as a release of CONSULTANT from said obligation.

SECTION 18 - WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

SECTION 19 – SEVERABILITY

If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

SECTION 20 - COSTS AND ATTORNEY FEES

Attorney fees in total amount not exceeding \$5000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this Agreement that neither party shall have to pay the other more than \$5000 for attorney fees arising out of an action, or actions to enforce the provisions of this Agreement.

SECTION 21 - NON-DISCRIMINATION

CONSULTANT warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither CONSULTANT nor any of its subconsultants shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

SECTION 22 - MEDIATION

Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the State

Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

SECTION 23 - LITIGATION

CONSULTANT shall testify at CITY'S request if litigation is brought against CITY in connection with CONSULTANT'S services under this Agreement. Unless the action is brought by CONSULTANT, or is based upon CONSULTANT'S wrongdoing, CITY shall compensate CONSULTANT for preparation for testimony, testimony, and travel at CONSULTANT'S standard hourly rates at the time of actual testimony.

SECTION 24 - NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To CITY: Shirley Chan, Acting City Engineer
City of Daly City, Engineering Division
333 90th Street
Daly City, CA 94015

To CONSULTANT: Nabil Hissen
Zoon Engineering
3960 Adeline Street #3
Emeryville, CA 94608

SECTION 25 - AGREEMENT CONTAINS ALL UNDERSTANDINGS; AMENDMENT

This document represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both CITY and CONSULTANT.

SECTION 26 – AUTHORITY TO ENTER INTO AGREEMENT

CONSULTANT has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

SECTION 27 - GOVERNING LAW AND VENUE

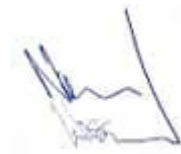
This Agreement shall be governed by the laws of the State of California and, in the event of litigation, venue will be in the County of San Mateo.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Agreement the day and year first above written.

CITY OF DALY CITY

CONSULTANT

Zoon Engineering



Thomas J. Piccolotti
City Manager

Nabil Hissen, PE
CEO

APPROVED AS TO FORM

Rose Zimmerman
City Attorney

EXHIBIT “A”

**PROPOSAL
TO PROVIDE THE CITY OF DALY CITY
CONSTRUCTION INSPECTION /
SUPPORT SERVICES
FOR THE
WESTLAKE SLURRY SEAL PROJECT**

June 23, 2026



Presented to:

City of Daly City

Presented by:



PROPOSAL
TO PROVIDE THE CITY OF DALY CITY
CONSTRUCTION INSPECTION / SUPPORT
SERVICES
FOR THE
WESTLAKE SLURRY SEAL PROJECT

June 23, 2026

Submitted by:



Zoon Engineering
3960 Adeline Street #3
Emeryville, CA 94608
(510) 451-1585

Nabil Hissen, PE
nhissen@zoon-eng.com

June 23, 2026

Benjamin Zee
Engineer I
City of Daly City
Public Works Department - Engineering Division
333 90th Street
Daly City, CA 94015

Subject: Proposal to Provide Construction Inspection / Support Services for the Westlake Slurry Seal Project

Dear Mr. Zee:

Zoon Engineering is pleased to submit this proposal to provide construction inspection and support services for the City of Daly City's **Westlake Slurry Seal Project**.

Zoon's proposed staffing is structured around the City's requested scope. Mirza Baig will serve as Lead Construction Inspector and will provide full-time inspection for the duration of the project. Keyvan Khorassani will provide supplemental inspection support during concurrent or higher-production activities. Zoon will provide the City with field inspectors who can monitor the Contractor's operations, document labor and equipment, track quantities, code work by bid item and CPM schedule activity where applicable, observe traffic control and work areas, document progress with photos and videos, and keep City staff informed of field issues before they become cost, schedule, or public relations impacts.

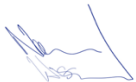
Zoon has delivered similar pavement maintenance and rehabilitation projects for Bay Area public agencies, including City of Concord paving and pavement maintenance projects, City of Menlo Park slurry and street maintenance work, and other local agency street improvement projects involving public access, traffic control, utility adjustments, curb ramps, striping, quantity tracking, and daily field documentation. Our staff understands how these projects are actually built. The work moves quickly, the public impacts are immediate, and the inspection record must be built the same day the work is performed.

Zoon acknowledges that key personnel identified in this proposal shall not be substituted without prior approval by the City. Zoon further acknowledges that the cost proposal and hourly billing rates will be submitted as a separate PDF file. Zoon acknowledges receipt of Addendum No. ___. [OR: No addenda have been issued as of the date of this proposal.]

As an authorized representative of Zoon Engineering, Inc., I certify that I am authorized to bind the firm for ninety (90) days following the proposal submittal date.

Zoon Engineering does not wait for things to happen, we make them happen.

Sincerely,



Nabil Hissen, PE
CEO
Zoon Engineering, Inc.
3960 Adeline Street #3
Emeryville, CA 94608
(510) 451-1585
nhissen@zoon-eng.com

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COST PROPOSAL: SEPARATE SEALED ENVELOPE

1. FIRM QUALIFICATIONS AND RELEVANT EXPERIENCE



Firm Overview

Zoon Engineering was founded in 2008 with the express goal of providing high quality engineering and project management services within a dynamic, flexible, and task focused organization. Our staff is experienced in several project delivery methods and approaches, and our construction management and inspection staff have delivered complex public works projects throughout the San Francisco Bay Area. Their experience and expertise make Zoon a small company with high-powered resources that transcend its size.

Our team has been involved in managing and coordinating some of the largest projects in the Bay Area and California, including:

- California High Speed Rail (\$68.4 Billion)
- San Francisco-Oakland Bay Bridge (\$3.0 Billion)
- Cypress Reconstruction Project (\$1.0 Billion)
- Benicia Martinez Bridge (\$1.0 Billion)
- Richmond San Rafael Bridge Retrofit (\$720 Million)

Our success can be traced to our passion and love for what we do and is a direct result of high-level technical engineering skills coupled with enhanced interpersonal capabilities. We excel in providing a wide array of services including:

- Project Management
- Construction Management
- Claims Management
- Inspection Services

For the Westlake Slurry Seal Project, Zoon understands that the City is requesting construction inspection/support services. We will provide the City of Daly City with experienced field inspection and senior oversight available when needed. The day-to-day value of our service will be in field presence, accurate reporting, quantity tracking, traffic control observation, public access documentation, and early issue resolution.

Relevant Experience

Zoon has a proven track record in pavement rehabilitation, slurry seal, cape seal, HMA overlay, dig-out repairs, utility adjustments, curb ramps, striping, traffic control, resident access coordination, and construction management within active public rights-of-way. The following projects demonstrate Zoon's relevant experience with the type of inspection and documentation support required for the Westlake Slurry Seal Project:

1. Pavement Maintenance Zone 5J Project, City of Concord, California



Zoon Engineering provided construction management and inspection support for the City of Concord's Pavement Maintenance Zone 5J Project, a pavement rehabilitation and street improvement project in residential neighborhoods. The project required coordination of pavement rehabilitation, concrete improvements, traffic control, utility adjustments, striping, and access within active public streets.

Project Elements

- Wedge grinding, HMA overlay, 4-inch to 6-inch base repairs, and related roadway rehabilitation.
- Adjustment of utility covers to grade and coordination of surface utility features with final pavement work.
- Curb ramps, curb and gutter, sidewalk, valley gutters, bulb-outs, driveway approaches, drainage repairs, signing, striping, and traffic control.
- Work in a dense residential neighborhood requiring access control, public coordination, and detailed field documentation.

Similar Scope and Complexity Elements

- Directly comparable to Daly City's pavement preservation work involving utility adjustments, traffic control, striping, and public access.



- Required daily inspection, quantity tracking, photos, documentation, and support for payment and change order review.
- Demonstrates Zoon’s ability to maintain field control when paving, concrete, utility adjustment, and public access issues occur together.

Issues / Resolution and Lessons Learned

The project required simultaneous coordination of paving, concrete improvements, utility adjustments, striping, and resident access in an occupied neighborhood.

Zoon addressed these challenges through daily field presence, location-based quantity tracking, lookahead review, Contractor coordination, and timely escalation of issues to City staff.

Lesson for Daly City: pavement preservation projects require field control before production begins. Repair limits, utility covers, sweeping, access, traffic control, and striping coordination must be tracked before the Contractor advances.

Zoon Role and Value

Zoon provided construction management and inspection support from preconstruction through closeout, including field inspection, City and Contractor coordination, public outreach support, traffic control observation, quantity tracking, daily reporting, photo documentation, progress payment support, change order support, and closeout documentation.

Firm Role:	Prime consultant - construction management and inspection support
Key Personnel:	Saeed Shahmirzai, PE; Dana Hissen; Mirza Baig; Brian Macrae
Owner Reference:	Justine Gee, PE, Associate Civil Engineer, City of Concord; (925) 671-3422; Justine.Gee@cityofconcord.org
Second Reference:	Kevin Wheat, PE, City of Concord; (925) 671-3422; kevin.wheat@cityofconcord.org City of Concord Engineering Division, 1950 Parkside Drive, Concord, CA 94519
Contract Amount:	Approx. \$3.0M construction value; Zoon contract amount \$315K
Schedule:	Start: Spring 2023; Completion: January 2024; Variance: None

2. Residential Pavement Maintenance - Phase D / Pavement Maintenance Zone 3I, City of Concord, California



Zoon Engineering provided construction management and inspection support for the City of Concord's Residential Pavement Maintenance - Phase D / Pavement Maintenance Zone 3I Project, a high-production pavement maintenance project in active residential streets. The work included cape seal, dig-out repairs, curb ramps, HMA, striping, traffic control, and extensive field documentation.

Project Elements

- Approximately \$5.1M in pavement maintenance work [confirm final construction value].
- Approximately 139 curb ramps and approximately 1 million square feet of cape seal [confirm final quantities].
- Dig-out identification and documentation prior to pavement preservation work.
- Traffic control, water pollution control, HMA overlay, curb ramp installation, traffic striping and markings, and related work.

Similar Scope and Complexity Elements

- Directly comparable to Daly City's slurry seal project because it involved residential pavement preservation, preparation work, traffic control, public access, utility coordination, and final striping.
- Required the inspector to keep pace with production while documenting repair limits, quantities, access conditions, and work quality.
- Demonstrates Mirza Baig's relevant experience with pavement preservation and location-based inspection documentation.

Issues / Resolution and Lessons Learned

The project required active inspection of high-production work across multiple residential streets, with dig-out limits, curb ramp sequencing, traffic control, and surface treatment readiness all affecting cost and schedule.

Zoon addressed the work by documenting repair limits, tracking quantities, coordinating daily with the Contractor, and keeping City staff informed of field decisions.



Lesson for Daly City: the most important inspection work on a slurry or cape seal project happens before surface treatment. Dig-outs, crack treatment, cleaning, utility cover work, access controls, and traffic control must be verified before production proceeds.

Zoon Role and Value

Zoon supported field inspection, daily reporting, quantity tracking, traffic control observation, utility coordination, public access documentation, payment backup, and closeout. The project demonstrates Zoon’s ability to maintain control over fast-moving pavement preservation work in residential neighborhoods.

Firm Role:	Prime consultant - construction management and inspection support
Key Personnel:	Mirza Baig; Saeed Shahmirzai, PE;
Owner Reference:	Justine Gee, PE, City of Concord; (925) 671-3422; Justine.Gee@cityofconcord.org
Second Reference:	Kevin Wheat, PE, City of Concord; (925) 671-3422; kevin.wheat@cityofconcord.org City of Concord Engineering Division, 1950 Parkside Drive, Concord, CA 94519
Contract Amount:	Approx. \$5.1M construction value; Zoon contract amount \$250K
Schedule:	Start: 06/2024; Planned Completion: 12/2024; Actual: 12/24; Variance: None

3. 2026 Street Slurry Project / Citywide Street Maintenance, City of Menlo Park, California



Zoon Engineering is providing inspection support for the City of Menlo Park's 2026 street maintenance work, including slurry seal, asphalt resurfacing, patching, crack sealing, striping, traffic control, and neighborhood access coordination. The project is fast-moving and public-facing, with work occurring in active neighborhoods and near school-related improvements.

Project Elements

- Slurry seal, asphalt resurfacing, asphalt patching, crack sealing, and mill and overlay at selected locations.
- Tree root remediation, minor concrete work, curb ramps at select locations, signing and striping, high-visibility crosswalks, speed humps, and traffic control.
- Neighborhood construction requiring resident access, schedule coordination, traffic control, public notices, and daily field documentation.
- Fast-tracked schedule from April 2026 through August 2026 anticipated.

Similar Scope and Complexity Elements

- Directly comparable to Westlake Slurry Seal because it involves citywide slurry seal and street maintenance in active neighborhoods.
- Requires daily coordination of surface preparation, striping, traffic control, access, public notifications, and production work.
- Demonstrates Zoon's current experience with the exact type of field inspection and documentation required by Daly City.

Issues / Resolution and Lessons Learned

The project schedule was fast-tracked and required the inspection team to keep pace with Contractor production while maintaining documentation and addressing traffic control, access, and public coordination issues.

Zoon addressed these issues through daily field coordination, location-based documentation, photo records, quantity tracking, and prompt communication with City staff.



Lesson for Daly City: citywide slurry seal work requires strong daily communication and organized location-based records. Production can move quickly from one street to another, and the City needs a clear record of what occurred at each location.

Zoon Role and Value

Zoon provided inspection support, field documentation, traffic control observation, quantity tracking, coordination with City staff and Contractor, public access monitoring, and schedule coordination. The project demonstrates Zoon's ability to provide current, relevant slurry seal inspection services.

Firm Role:	Prime consultant - construction management and inspection support
Key Personnel:	Mirza Baig, Saeed Shahmirzai, PE
Owner Reference:	Michael F. Fu, PE, City of Menlo Park; (650) 330-6706; mgfu@menlopark.gov
Second Reference:	Rich F Angulo, City of Menlo Park, 650-330-6774, rfangulo@menlopark.gov 701 Laurel St. Menlo Park, CA 94025
Contract Amount:	Construction value [insert]; Zoon contract amount \$131K
Schedule:	Start: April 2026; Planned Completion: August 2026; Variance: In Progress

Additional Relevant Experience

Oak Grove Road Pavement Rehabilitation Phase 3 - City of Concord

This project included traffic control, water pollution control, cold planing, cold in-place recycling, RHMA overlay, localized HMA removal and replacement, fiber optic conduit and pull boxes, traffic loop replacement, curb and gutter, curb ramps, valley gutters, striping, and related work. Mirza provided field inspection support and assisted with quantities, progress payments, document control, and as-built documentation.

Pavement Maintenance Zone 3N and Aspen Drive Sewer Replacement - City of Concord

This project included curb ramps, sidewalk improvements, cold planing, wedge grinding, HMA overlays, dig-out repairs, utility adjustments, and repairs to sewer and storm drain mains. Mirza inspected and oversaw the work, coordinated with the Contractor, and provided daily reporting and tracking.

Washington Avenue Pavement Rehabilitation Phase II - City of Albany

This roadway rehabilitation project included reconstruction of curb ramps and valley gutters and grinding and paving a section of Washington Avenue between Cornell Avenue and Masonic Avenue. Zoon provided construction management and inspection support.

2. PROJECT TEAM AND KEY PERSONNEL

Zoon understands that the City's requested scope for the Westlake Slurry Seal Project is construction inspection/support services. Our team is therefore organized around field inspection, with Mirza Baig serving as Lead Construction Inspector / Full-Time Inspector and Keyvan Khorassani providing supplemental inspection coverage when concurrent activities require additional field presence. Saeed Shahmirzai, PE, will serve as Principal-in-Charge, and Dana Hissen will serve as Project Manager; their roles are to provide as-needed senior oversight, City coordination, documentation support, issue resolution, and project management support without

adding unnecessary daily management cost. Resumes for Saeed, Dana, Mirza, and Keyvan are included in Appendix A. The following provides a brief overview of Mirza and Keyvan's directly relevant inspection experience.

Mirza Baig – Lead Construction Inspector / Full-Time Inspector

Mirza Baig will serve as Zoon's Lead Construction Inspector and full-time field inspector for the Westlake Slurry Seal Project. Mirza brings direct pavement maintenance experience from the City of Concord's Pavement Maintenance Zone 5J, Oak Grove Road Pavement Rehabilitation Phase 3, Pavement Maintenance Zone 3N / Aspen Drive Sewer Replacement, and City of Albany's Washington Avenue Rehabilitation Phase II. His inspection experience includes cold planing, wedge grinding, HMA overlays, dig-out repairs, curb ramps, sidewalk, curb and gutter, driveways, valley gutters, tree root work, utility cover adjustments to finished grade, storm drain work, striping, pavement markings, roadside signs, traffic control, and daily field documentation.

On this project, Mirza will maintain the primary daily record, observe and document the Contractor's labor, equipment, materials, work locations, quantities, traffic control, access, deficiencies, corrective work, and potential extra work. His experience with field quantities, progress payments, document control, daily reporting, and contractor coordination makes him well suited for an inspection-focused slurry seal project where documentation must keep pace with production.

Keyvan Khorassani – Supplemental Construction Inspector / As-Needed Field Coverage

Keyvan Khorassani will provide supplemental inspection coverage when concurrent activities require more than one inspector. Keyvan has over seven years of construction and construction management experience, including field inspection, quantity calculations, pay quantity review, project filing, materials testing coordination, daily reports, traffic control, excavation, earthwork, paving and grading, concrete curb, gutter and sidewalk, drainage, utilities, striping, and storm water pollution prevention.

Keyvan's experience on the South San Francisco Smart Corridor Expansion Project, Fremont Safe and Smart Corridor Project, Bay Road Improvement Phase II and III, Adobe Creek / Highway 101 Pedestrian Overcrossing, and City of Santa Clara street improvement work gives him a strong background in active public right-of-way construction, traffic control, underground work, paving, asphalt concrete, striping, pedestrian access, quantity documentation, and photo-supported daily reporting. For Daly City, Keyvan will support Mirza during peak or concurrent operations so the City maintains proper field coverage and a complete inspection record.

3. PROJECT UNDERSTANDING AND APPROACH

Zoon understands the Westlake Slurry Seal Project as a field-driven pavement preservation project. The work will move through active Daly City streets and will include AC deep-lift repairs, crack seal, slurry seal placement, utility frame and cover work, striping and markings, traffic control, and street sweeping/cleaning.

The City's RFP is focused on inspection/support services. Zoon's approach is therefore centered on field inspection: being present when the work is performed, documenting what occurs, confirming the Contractor's sequence, and elevating issues before they create cost, schedule, quality, or public access impacts.

Pavement preservation work moves quickly once production begins. Zoon's approach is to stay ahead of the work so each operation is ready before the Contractor advances to the next activity. Repair limits, crack seal, sweeping and cleaning, utility frame and cover protection, traffic control, and access conditions will be reviewed in the field before slurry seal placement. This proactive approach helps maintain production, supports the quality of the final surface, reduces rework, and gives the City a clear record of the work as it progresses.

Critical Project Elements and Zoon's Approach

Field Coverage and Concurrent Work

The RFP recognizes that concurrent activities may occur at various locations and dates. Zoon's staffing plan directly addresses this requirement.

Mirza Baig will provide full-time inspection and will maintain the primary daily field record. Keyvan Khorassani will provide supplemental inspection coverage when the Contractor's operations require more than one inspector. This may occur when AC deep-lift repairs, utility adjustments, traffic control setups, slurry seal placement, striping, or punch list work are occurring at the same time or in different locations.

Mirza will remain the lead inspector so the City receives one consistent project record. Keyvan will be assigned when added field coverage is needed to observe active work, document quantities, monitor traffic control, and keep up with the Contractor's production.

Sequence of Pavement Preservation Work

The Westlake Slurry Seal Project is sequence-sensitive. AC deep-lift repairs, crack seal, sweeping/cleaning, utility protection, slurry seal placement, and striping must occur in the correct order.

Zoon will focus on readiness before production. Before slurry seal placement, the inspector will verify and document repair areas, crack seal completion, street sweeping/cleaning, utility cover protection, traffic control setup, access conditions, weather, and any unresolved field conditions. This allows issues to be addressed before the Contractor advances the work.

Utility Frame, Cover, Box, Lid, and Monument Work

Utility surface features are common sources of rework, ride quality issues, tripping hazards, and public complaints on pavement projects. The Westlake Slurry Seal Project includes protection, removal, replacement, and adjustment of sanitary sewer frames and covers, storm drain frames and covers, water valve frames and covers, utility boxes, water valve boxes and lids, monument boxes, and related features.

Zoon will track these items by location. The inspector will document existing conditions, protection measures, adjustment or replacement work, final surface conditions, and unresolved items. This gives the City a clear record of where each utility feature was addressed and what remains to be corrected.

Traffic Control, Public Access, and Work Area Conditions

Traffic control will affect safety, production, and the public's experience of the project. The work will occur in active streets where residents, pedestrians, motorists, emergency vehicles, deliveries, garbage collection, and City operations must continue to function around the Contractor's work.

Zoon will observe the Contractor's actual traffic control and access conditions in the field. Inspection will include driveway access, pedestrian routing, emergency access, garbage collection access, deliveries, resident and business access, material storage, equipment staging, end-of-shift cleanup, and safe reopening of work areas. Access or safety concerns will be documented and elevated promptly.

Location-Based Documentation

The project will move through multiple streets and activities. The City needs a record that shows what work occurred, where it occurred, what quantities were completed, what bid items were involved, what CPM activity applied, and what issues remain open.

Zoon will organize daily documentation by date, location, work activity, bid item, quantity, and CPM schedule activity number where applicable. Photos and videos will be tied to work locations and field issues. This approach supports progress payment review, potential extra work evaluation, dispute resolution, and closeout.

Potential Extra Work and Changed Conditions

Pavement preservation projects can generate field changes quickly: added repair areas, utility cover conflicts, access restrictions, traffic control adjustments, surface defects, or conditions that differ from the plans. If these items are not documented the same day, the City's ability to evaluate entitlement, cost, and schedule impact is weakened.

Zoon will document potential extra work contemporaneously. Records will include date, location, field condition, labor, equipment, materials, photos, direction given, and related quantities. Dana will support the City with organization of backup documentation when potential change order or payment issues require follow-up.

No-Surprise Closeout

Zoon's closeout approach is to identify deficiencies while the work is still active. Utility covers, striping, surface defects, cleanup, and access-related issues should be documented while crews and equipment are still available, not reconstructed after the fact.

Punch list items will be tracked as they arise. The inspector will document deficiencies, corrective work, and unresolved items by location. At completion, the closeout record will already be organized and ready for final review.

Project Organization

Zoon's organization is lean and responsive to the inspection-focused scope.

Saeed Shahmirzai, PE — Principal-in-Charge / As-Needed Senior Support

Dana Hissen — Project Manager / As-Needed City Coordination and Documentation Support

Mirza Baig — Lead Construction Inspector / Full-Time Inspector

Keyvan Khorassani — Supplemental Construction Inspector / As-Needed Field Coverage

Mirza will lead daily inspection and field documentation. Keyvan will provide added inspection coverage when concurrent activities require additional field presence. Dana will support City coordination, quantity tracking, issue tracking, progress payment documentation, and closeout on an as-needed basis. Saeed will provide senior review and issue resolution support when field issues require escalation.

This organization gives the City the coverage required by the RFP while keeping the management structure efficient. The City receives a full-time inspector, supplemental inspection coverage when needed, and access to project management and senior construction judgment without unnecessary daily staffing.

Interface with City Staff

Zoon will communicate with City staff in a direct and practical manner. The City should know what work occurred, what is planned next, what issues need attention, and what decisions are needed.

Mirza Baig will serve as the primary day-to-day field contact during construction. He will coordinate with the Contractor in the field and communicate daily construction activity, access issues, traffic control concerns, deficiencies, quantities, and potential extra work to the City's designated representative.

Saeed Shahmirzai, PE, will be available when City staff require senior-level support for contractor disputes, potential change orders, schedule impacts, or technical issues requiring escalation.

Daily Communication

Zoon will provide daily field communication during active construction. The inspector will communicate the Contractor's work locations, planned work, actual progress, traffic control concerns, public access issues, deficiencies, potential extra work, and any items requiring City direction. Urgent access, safety, or cost-impacting issues will be elevated the same day.

Weekly Reporting

Zoon will provide weekly inspection reports summarizing work performed, upcoming work, key issues, photos, quantities, schedule concerns, traffic control and access concerns, open items, and decisions needed from the City. Weekly reports will provide a management-level summary while the daily reports maintain the detailed project record.

Issue Tracking

When field issues arise, Zoon will track them to closure. This may include utility cover issues, access complaints, traffic control deficiencies, unclear repair limits, surface preparation concerns, striping issues, punch list items, or potential extra work. Dana will support issue tracking on an as-needed basis so the City has visibility on what is open, what has been resolved, and what requires City direction.

Progress Payment and Quantity Coordination



Zoon will maintain quantity records by bid item, location, and date. The inspection team will support City review of progress payments with field backup, daily report references, and photo documentation where needed. Potential disputed quantities will be identified early so they can be resolved while the work is fresh.

Meetings and Field Coordination

Zoon will participate in the preconstruction meeting and attend progress or field coordination meetings as requested by the City. The preconstruction meeting will establish expectations for lookahead schedules, notifications, inspection requests, traffic control, access, utility surface feature work, photo and video records, bid item coding, CPM activity coding, and extra work documentation.

Local Presence

Zoon's Emeryville office is approximately 15 miles from Daly City, allowing project management and senior staff to respond quickly when needed. Mirza and Keyvan are equipped for field-based documentation and communication. Zoon's Bay Area local agency experience allows the team to support Daly City without mobilization delay and with a practical understanding of working in active residential and urban streets.

Deliverables

Zoon will provide the deliverables required by the RFP and maintain records that support City administration of the work:

- Digital still photos
- Video records as needed
- Daily inspection reports
- Weekly inspection reports
- Quantity tracking records
- Bid item documentation
- CPM activity coding where applicable
- Traffic control observations
- Public access observations
- Utility feature tracking
- Potential extra work documentation
- Punch list and closeout support documentation

4. RESOURCE AVAILABILITY AND SCHEDULE

Zoon's staffing plan matches the City's anticipated level of effort and maintains the inspection-focused nature of the assignment. Mirza Baig will provide full-time inspection for the project duration. Keyvan Khorassani will provide supplemental inspection support during approximately 20 working days or as directed by the City. Dana Hissen and Saeed Shahmirzai, PE, will remain available on an as-needed basis for project management support, issue resolution, documentation review, and senior oversight.

Name	Role	Availability
Mirza Baig	Lead Construction Inspector / Full-Time Inspector	Full-time for 125 working days
Keyvan Khorassani	Supplemental Construction Inspector	Approximately 20 working days / as needed
Dana Hissen	Project Manager	As needed
Saeed Shahmirzai, PE	Principal-in-Charge	As needed

5. OTHER REQUIRED INFORMATION

Acknowledgement of Addenda

No addenda have been issued as of the date of this proposal.

Key Personnel

Zoon confirms that the key personnel identified in this proposal will not be substituted without approval by the City. Zoon further understands that the City must approve any new key team members prior to assignment to the project.

Subconsultants

Zoon is not proposing any subconsultants for the inspection/support services described in this proposal. If the City requests additional specialized services, including materials testing, Zoon will discuss those services with the City prior to authorization and will not add a subconsultant without City approval.

Cost Proposal and Hourly Billing Rates

Zoon understands that the cost proposal and hourly billing rates shall be submitted as a separate PDF file. The cost proposal will include the proposed level of effort in hours and cost for each major task, an overall proposed cost, one full-time inspector for the 125-working-day project duration, approximately 20 working days for a supplemental inspector, and fully loaded hourly rates for key staff.

Professional Consulting Services Agreement / Insurance / Business Tax Certificate

Zoon understands that the selected consultant will be required to execute the City's Professional Consulting Services Agreement and provide required insurance documentation prior to contract execution. Zoon also understands that the awarded consultant shall obtain or provide proof of a current City of Daly City Business Tax Certificate prior to contract execution and shall maintain a current tax certificate for the duration of the contract.

MIRZA JUFAIN BAIG

Construction Inspector | Change Management | Project Controls | Construction Management



Years of Experience

8

Education

M.S., Civil Engineering, California State University, Fullerton

B.S., Civil Engineering, Osmania University

Software Skills

AUTOCAD, Primavera P6, Bluebeam, Microsoft Office, Heavy Bid

Training

SWPPP, Caltrans Lane Closure System, Traffic Control, Trenching, Shoring, Excavation & Paving, OSHA 10 & OSHA 30

Key Qualifications

Mirza is a motivated and results-focused construction engineer with 8 years of experience on complex heavy civil public works projects. Mirza is skilled in field inspection, contractor coordination, daily reporting, quantity tracking, cost estimating, scheduling, job cost accounting, and construction operations. His experience includes pavement maintenance, HMA overlays, dig-out repairs, utility cover adjustments, curb ramps, traffic control, signs, striping, drainage, excavation, paving and grading. He has also worked as a Storm Water Pollution Prevention Inspector on various highway projects and has extensive knowledge of Caltrans Standard Plans and Specifications. The following is a list of selected project experiences:

Experience

Pavement Maintenance Zone 5J, City of Concord, California

As Inspector on this \$3.5 million project, Mirza was responsible for daily field inspection of cold planing and wedge grinding of asphalt roadway sections; HMA overlays; HMA removal and replacement, including dig-out repairs; concrete sidewalk, curb and gutter, curb ramps, driveways, and valley gutters; tree root pruning and removal; utility cover adjustments to finished grade; storm drain inlets, manholes, and pipes; open-trench storm drain work; traffic striping and pavement markings; and roadside signs. Mirza inspected and oversaw the work, coordinated closely with the contractor, and provided daily reporting and tracking. He also supported the Construction Manager with field quantities, progress payments, and document control.

Residential Pavement Maintenance - Phase D and Alberta Way Pavement Rehabilitation Projects, City of Concord, California

The Residential Pavement Maintenance - Phase D and Alberta Way Pavement Rehabilitation projects involved pavement rehabilitation in residential neighborhoods and had a combined value of \$5.9 million. The scope of work included installing and upgrading curb ramps at intersections, performing minor concrete repairs, adjusting storm drains and utilities, replacing traffic signal loops with vehicle detection cameras, adjusting pedestrian push buttons, restriping, adding bicycle facilities, and installing high-visibility crosswalks. The work also included approximately 139 curb ramps, approximately 1 million square feet of cape seal, and field identification and tracking of dig-out repairs.

2026 Street Slurry / Citywide Street Maintenance Project, City of Menlo Park, California

Mirza is providing inspection support for this fast-tracked 2026 street maintenance project, anticipated from April 2026 through August 2026. The work includes neighborhood pavement rehabilitation and slurry seal, asphalt resurfacing, pavement repairs, traffic control, public access coordination, striping and pavement markings, and



related street improvements. Mirza supports daily field inspection, coordination with the contractor and City staff, quantity tracking, photo documentation, and daily reports.

Pavement Maintenance Zone 3N and Aspen Drive Sewer Replacement Project, City of Concord, California

Valued at \$920,000, the Pavement Maintenance Zone 3N and Aspen Drive Sewer Replacement Project was located in a residential neighborhood and divided into two bid packages. The first package involved curb ramps and sidewalk improvements, including demolition and replacement of sidewalks, curbs, and gutters, as well as construction of new curb ramps and valley gutters. The second package included cold planing, wedge grinding of asphalt, HMA overlays, dig-out repairs, utility adjustments, and repairs to sewer and storm drain mains. Both phases required mobilization, traffic control, and water pollution control. Mirza inspected and oversaw the work, coordinated closely with the contractor, and provided daily reporting and tracking. He also supported the Construction Manager with field quantities, progress payments, and document control.

Oak Grove Road Pavement Rehabilitation Phase 3, City of Concord, California

Mirza provided construction management services and field inspection support on this \$1.1 million project. The project work included cold planing of asphalt roadway sections, cold in-place recycling (CIR), placement of Rubberized Hot Mix Asphalt (RHMA) overlay, localized removal and replacement HMA, fiber optic conduit and pull boxes, removal and replacement of traffic loops, concrete curb and gutter, curb ramps, valley gutters, and striping. Mirza supported the Resident Engineer with document control, reviewing and tracking logs for submittals, RFIs, pay estimates, quantities, change orders, weekly statements of working days, and as-built drawings.

Washington Avenue Rehabilitation Phase II, City of Albany, California

Mirza provided field inspection services and construction management support for this \$540,000 project. Along with supporting daily field inspections and document control, he was actively involved in budget and change order management support. The project included roadway work with 2,484 square yards of pavement reconstruction and 216 square yards of pavement milling and overlay along Washington Avenue and its cross-streets. The project also included ten curb ramps and other concrete work. Mirza's field support and cost management helped the City expand the limits of paving and concrete work under the same contract.

Sanitary Sewer Rehabilitation Projects, 2018-2023, City of Albany, California

Mirza was the Field Inspector on these sanitary sewer rehabilitation projects, valued at approximately \$20 million. The work entailed rehabilitation of over 33,000 feet of sewer using pipe bursting, open trench, and CIPP lining methods. The projects also included lower laterals, new manhole structures, rehabilitation of existing manhole structures, disposal of contaminated soil, restoration of private and public improvements and landscaping, traffic control, and residential coordination. Mirza inspected and oversaw the work, coordinated closely with the contractor, and provided daily reporting and tracking. He also supported field quantities, progress payments, and document control.



Years of Experience

6

Education

Master of Construction Management, California State University, East Bay, 2020

Bachelor of Science, Civil Engineering, Azad University, Tehran, Iran, 2011

Proposed Role / Availability

Supplemental Construction Inspector / As-Needed Field Coverage for the Westlake Slurry Seal Project. Keyvan will provide added field coverage when concurrent activities require more than one inspector, including traffic control setups, AC repair work, utility adjustments, slurry seal production, striping, and punch list work occurring at the same time or in multiple locations.

Key Qualifications

Keyvan has over 6 years of experience in construction and construction management, including field inspection, project management, cost estimating, contract administration, job cost accounting, and construction operations. He has inspected traffic control, excavation, earthwork, paving and grading, concrete curb, gutter and sidewalk, retaining walls, irrigation and landscaping, and storm water pollution prevention work.

Keyvan maintains a strong command of the policies and procedures outlined in the Caltrans Construction Manual and is experienced with electronic document control and project management systems. He has performed pay quantity review, quantity sheets and calculations, project filing, materials testing coordination, daily progress reports with photos, and maintenance of project records, as-built plans, and testing reports.

Experience

City of Santa Clara Street Improvement Support, Santa Clara, California

As a consultant for the City, Keyvan assisted with development of traffic signal plans with loop detectors, pavement delineation plans, pavement rehabilitation plans with specific layout for dig-out sections and crack sealing, ADA-compliant curb ramp plans, and other street improvement elements. He prepared quantity calculations and cost estimates for pavement delineation, signalization, roadway excavation, concrete, and asphalt. Keyvan also conducted field inspections of roadway construction, prepared detailed daily progress reports with photos, verified compliance with contract plans and specifications, and maintained project records, as-built plans, and testing reports.

Relevance to Daly City: This experience is directly applicable to the Westlake Slurry Seal Project because it includes pavement rehabilitation, dig-out layout, crack sealing, pavement delineation, ADA curb ramps, daily photo-supported reporting, quantity calculations, and project record maintenance.

Bay Road Improvement Phase II and III Project, East Palo Alto, California

As Inspector on this \$11 million project, Keyvan provided construction inspection services for new sidewalks, crosswalks, lighting, signs, drainage systems, new waterlines, irrigation, landscaping, and bus passenger shelters. The project also included new roadway sections with grading, base rock, asphalt concrete, and striping for vehicle and bicycle lanes within the existing Bay Road right-of-way. The project was completed on February 15, 2022.

Relevance to Daly City: The project demonstrates Keyvan's experience with roadway construction, asphalt concrete, striping, pedestrian access, utilities, drainage, traffic control, and inspection in an active public right-of-way.



Adobe Creek / Highway 101 Pedestrian Overcrossing, Palo Alto, California

As Field Engineer, Keyvan inspected construction activities for this pedestrian overcrossing over Highway 101 and Adobe Creek. The project included a steel truss structure, concrete approach structures, electrical joint trench for electrical and fiber trunk lines, paving of City streets, freeway shoulders and bike path areas, extensive traffic control including full freeway closures, lighting, concrete barriers, metal beam guardrails, irrigation, landscaping, and drainage work.

Keyvan also performed office engineering work, including review and approval of pay quantities, preparation of quantity sheets and calculations, project filing per the Caltrans Construction Manual, and coordination with the materials testing laboratory for tests required by the contract documents.

Smart Corridor Expansion Project, South San Francisco, California

As Inspector on this \$6 million project, Keyvan provided construction and electrical inspection services for installation of pull boxes, conduits, PG&E service cabinets, fiber optic infrastructure, traffic monitoring CCTV cameras, video detection cameras, arterial dynamic message signs, microwave vehicle detection system assemblies, trailblazer signs, and CIDH sign foundations. He also performed office engineering duties, including review and approval of pay quantities, preparation of quantity sheets and calculations, project filing per the Caltrans Construction Manual, and coordination with materials testing laboratories.

Safe and Smart Corridor Project, Fremont, California

As Inspector on this \$6 million project, Keyvan provided construction and electrical inspection services for CCTV cameras, video analytics systems, video detection systems, bicycle detection, pedestrian pushbutton systems, traffic signal cabinets and foundations, dynamic radar signs, and dynamic message signs. He inspected underground work including boring, potholing, conduit installation, fiber optic cables, and electrical conductors. He also reviewed pay quantities, prepared quantity sheets and calculations, and scheduled materials testing for compaction tests required by the contract documents.

Truss Company, Tehran, Iran

As Assistant Project Manager, Keyvan performed quantity take-offs and cost estimating for materials, equipment, and labor for initial bids and contract change orders. His duties included daily monitoring of operations, schedule review, RFI and submittal processing, log maintenance, CPM schedule updates, quality control, safety inspections, and preparation of weekly and monthly cost reports.

SAEED SHAHMIRZAI, PE

Project Manager | Assistant Resident Engineer | Change Order Manager |
Utility Coordinator | Project Controls



Years of Experience

38

Education

B.S., Civil Engineering, Michigan Technological University, 1982

Professional Registration

Professional Engineer: California, License. No. C51840

Key Qualifications

Saeed Shahmirzai's construction management background includes technical and management roles on both the contractor's side and the owner's side for numerous transportation-related projects throughout the San Francisco Bay Area. He is a recognized expert in change order management, conflict resolution, contractor negotiations and project controls on some of the largest projects recently constructed in the San Francisco Bay Area. As the contractor's project manager, he was involved in estimating and bidding process and managed all field operations as well as contractual strategies and approaches. As a Construction Engineer and Resident Engineer, he has managed several similar projects in Albany, East Palo Alto and I-880 and has also worked on numerous high profile projects in the Bay Area freeways along, I-80, I-580, I-238, and Highway 101, including the San Mateo Bridge, Richmond-San Rafael Bridge and San Francisco-Oakland Bay Bridge.

Experience

Los Gatos Creek Trail to Highway 9 Trailhead Connector Project, Town of Los Gatos, California

As the Resident Engineer on the \$6.5M Los Gatos Creek Trail to Highway 9 Trailhead Connector Project, Saeed was responsible for all aspects of construction management and contract administration in accordance with City, State, and Federal requirements, including Caltrans Local Assistance Procedures. The project comprised of construction of pedestrian and bicycle switchback ramps, a prefabricated steel pedestrian/bicycle bridge over Los Gatos Creek, complex tiered retaining walls, drainage system modifications, concrete and asphalt trail construction, traffic control, signing and striping, fence removal and replacement, railing installation, tree removal and protection, and utility coordination. Saeed managed contractor compliance with contract documents, led RFI review and resolution, processed and negotiated change orders, reviewed submittals, and administered progress payments. The project required extensive public outreach and coordination with multiple stakeholders, including the Town, Caltrans, adjacent agencies, and the public, and was successfully delivered on schedule and within budget.

2023 / 2024 Paving Projects, Concord, California

As the resident Engineer on the \$1M Oak Grove Road Pavement Rehabilitation Phase 3, \$3M Pavement Maintenance Zone 5J Project and the \$2M Phase / Alberta way resurfacing / curb ramp projects, Saeed was responsible for all aspects of the project administration. The projects comprised of traffic control, water pollution control, cold planning of asphalt roadway section, cold in-place recycling (CIR), placement of Rubberized Hot Mix Asphalt (RHMA) overlay, localized removal & replacement HMA, wedge grinding, HMA overlay, micro surfacing, fiber optic conduit and pull boxes, removal & replacement of concrete traffic loops, curb & gutter, curb ramps, and valley gutters, bulb-outs, pruning and removal of tree roots, lowering and adjustment of utility covers to finish grade, removal & replacement of traffic striping and pavement markings, installation of trash capture devices and installation of roadside signs and traffic separator curbs. All Projects, required extensive public outreach and coordination with various stakeholders, including residents, businesses, and schools.

Bay Road Improvement Phase II and III Project, East Palo Alto, California

As the Resident Engineer on this \$11 million project, Saeed was responsible for all aspects of the construction on this street improvement project, which comprised of construction of new sidewalks, crosswalks, extensive paving,



grinding, lighting, signs, new drainage systems , sewer line repair, new waterlines, irrigation, landscaping, and bus passenger pads & shelters. The project also has new roadway sections, which included, grading, placement of base rock and asphalt concrete. New striping delineated vehicle travel lanes and bicycles lanes to create a multi modal street that meets current design and safety standards for vehicle, bicycle and pedestrian traffic. All improvements were constructed within the existing Bay Road right-of-way. Funding for the project was through various local, private, State and Federal funding sources.

Marin Utility Undergrounding & Buchanan Marin Bikeway Phase III Project, Albany, California

As resident engineer, Saeed was responsible for all aspects of the construction on this utility undergrounding and bikeway improvement project, for the city of Albany. The \$5 million Rule 20 project was to construct joint trench for PG&E, Comcast and AT&T services to buildings along San Pablo Avenue and Marin Avenue in Albany, which included trenching within the Caltrans right of way and private property, which required daily coordination with residences, business owners, state and local agencies. The project also included removal and replacement of curb ramps, bulb outs, paving, striping and street lighting work. Saeed worked closely with all stakeholders to minimize impacts and disruption to local businesses and traffic by communicating and coordinating all activities relevant to construction and the project schedule. Saeed also managed and carried out all aspects of the project's construction management, including writing and negotiating project contract change orders, reviewing submittals and RFIs, carrying out document control, and processing progress payments.

I-880 Paving Project, Oakland - Hayward, California

As a Resident Engineer on this \$20 million paving project, on 20 mile stretch of busy highway 880 from Oakland to Hayward with more than 250,000 tons of rubberized asphalt concrete (RAC), Saeed was responsible for all aspects of the construction management, including extensive coordination with other projects on I-880, major facilities such Oakland Coliseum, Oakland Airport, Bay Area Rapid Agency (BART), AC Transit and numerous Cities along the project site. In addition to the massive amount of RAC, the project also included placement of Open Grade Asphalt Concrete (OGAC) riding surface across all lanes, temporary and permanent striping and median concrete barrier construction and modification.

Adobe Creek / Highway 101 Pedestrian Overcrossing, Palo Alto, California

As resident engineer on this \$20 million , Saeed is responsible for managing all aspects of construction management for this pedestrian overcrossing. The steel structure truss spans 10 lanes of highway across Highway 101 and spanning East and West Bayshore frontage roads with concrete voided slab approach structures on both sides with a total length of about 1200 feet and a 147 feet separate structure steel truss bridge spanning adobe creek. The project also includes electrical joint trench for electrical and fiber trunk lines, paving of the 600' long adobe trail reach, extensive lighting, irrigation, landscaping and drainage work. Saeed managed the project budget, schedule, enforcement and oversight of FHWA and Caltrans requirements. He coordinated all source inspection and materials testing and worked with Caltrans oversight engineers to ensure proper project compliance. He also coordinated extensively with Caltrans construction managers on adjacent projects in the Highway 101 corridor, for lane and full freeway closures required for bridge erection. Saeed also coordinated with project design with regards to submittals and RFIs.

SAEED SHAHMIRZAI, PE

Project Manager | Assistant Resident Engineer | Change Order Manager |
Utility Coordinator | Project Controls



Years of Experience

10

Education

M.S., Civil Engineering – San Francisco State University, May 2022

B.A., University of California Davis, 2014

Key Qualifications

Dana has 12 years of experience supporting public works construction as an Assistant Resident Engineer, Project Manager, Office Engineer, Scheduler, and Field Inspector. Her work includes project controls, construction management, contract administration, progress payments, contract change orders, RFIs and submittals, monthly and weekly reports, materials testing and source inspection documentation, bid item quantity tracking, force account analysis, CPM schedule review, and closeout documentation.

Her experience is directly relevant to the Westlake Slurry Seal Project because she has supported roadway, pedestrian, smart corridor, utility, paving, striping, and active public right-of-way projects for Bay Area public agencies. Dana will serve as Project Manager on an as-needed basis to support City coordination, documentation review, quantity tracking, issue tracking, progress payment support, and closeout.

Experience

Northern Cities Smart Corridor Project, Daly City, California

Dana served as Assistant Resident Engineer for the Northern Cities Smart Corridor Project in Daly City, a smart corridor and traffic management project similar in scope to Zoon's South San Francisco Smart Corridor Expansion Project. The work included installation and integration of traffic management infrastructure along major arterials, including fiber optic communications, conduit, pull boxes, signal and camera-related improvements, and traffic control within active public rights-of-way.

As Assistant Resident Engineer, Dana supported progress pay estimates, contract change orders, monthly and weekly reports, materials testing and source inspection documentation, submittal and RFI review and processing, bid item quantity tracking, force account analysis, and CPM schedule review. This experience is directly relevant to Daly City because it involved City coordination, contractor coordination, active traffic control, public right-of-way work, and detailed construction documentation.

Smart Corridor Expansion Project, South San Francisco, California

Dana was the Assistant Resident Engineer for this \$6M design-bid-build contract involving installation of a fiber optic traffic management system along major arterials in South San Francisco. As Assistant Resident Engineer, Dana managed progress pay estimates, contract change orders, monthly and weekly reports, materials testing and source inspection documentation, submittal and RFI review and processing, bid item quantity tracking, force account analyses, and CPM schedule review.

San Pablo Avenue Pedestrian Improvement Project (Phase 1), City of Albany, California

This \$1.2M project included ADA-compliant curb ramps, pedestrian refuge islands, traffic signal modifications, signage and striping, valley gutters, curb and gutter modifications, conform paving, and adjustment of utility frames and covers to grade. As Office Engineer, Dana managed progress pay estimates, contract change orders, weekly and monthly reports, materials testing documentation, source inspection reports, RFIs, submittals, bid item quantity tracking, and force account analysis.



West Orange Avenue and Hillside Boulevard Pedestrian Crossing Enhancements Project, South San Francisco, California

Valued at \$600K, this pedestrian improvement project included removal and reconstruction of concrete curb and gutter, sidewalk, curb ramps, valley gutters, pavement removal and restoration, traffic striping, and pavement markings. As Assistant Resident Engineer and Inspector, Dana maintained daily records and reports, coordinated daily activities with the Project Superintendent, reviewed field work for compliance with the contract documents, and managed pay estimates, change orders, RFIs, submittals, testing documentation, and schedule review.

Shoreline Bus Lane Project, Mountain View, California

Dana served as Design Project Manager for the \$20M Shoreline Bus Lane and Utility Project, a design-bid-build project that included water and sewer improvements, roadway widening, Class 2B bicycle lanes, pedestrian improvements, signal changes, paving, and striping. Dana coordinated between the City, designer, businesses, residents, and third-party utilities, and managed the project budget, funding, contracts, addenda, CPM schedule, and risk register.

San Mateo US-101 Managed Lanes Project / I-880 Express Lanes, Bay Area, California

Dana provided office engineering and project controls support on major transportation projects, including the \$250M San Mateo US-101 Managed Lanes Project and the \$43M I-880 Express Lanes Project. Her responsibilities included progress pay estimates, contract change orders, RFIs and submittals, monthly and weekly reports, materials testing and source inspection documentation, bid item quantity tracking, Caltrans contract administration, force account analyses, and CPM schedule review.



3960 adeline street # 3 | emeryville, ca 94608 | (925) 451.1585





CM | claims | project controls

July 7, 2026

Benjamin Zee
Engineer I
City of Daly City
Public Works Department - Engineering Division
333 90th Street
Daly City, CA 94015

RE: Construction Management and Inspection Services for the Westlake Slurry Seal Project

Dear Mr. Zee:

As requested, please find Zoon Engineering's revised cost proposal for Construction Management and Inspection Services for the Westlake Slurry Seal Project .

Please let us know if you need any additional information. I can be reached at (650) 450-3507 or email sshahmirzai@zoon-eng.com. We look forward to the opportunity to support your team on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Saeed Shahmirzai".

Saeed Shahmirzai, PE
Senior Construction Manager

Personnel	Role	Raw Labor Cost	Fringe Benefits	Overhead 124.54%	Profit 10%	Hourly Billing Rate
Mirza Baig	Lead Inspector	\$69.23	Included in OH	\$86.22	\$8.62	\$164.07
Dana Hissen	Project Manager	\$71.54	Included in OH	\$89.10	\$8.91	\$169.55
Keyvan Khorassani	Inspector	\$71.54	Included in OH	\$89.10	\$8.91	\$169.55
Saeed Shahmirzai	Principle In Charge	\$115.00	Included in OH	\$143.22	\$14.32	\$272.54

Zoon's overhead rate includes applicable fringe, payroll burden, and indirect costs; fringe benefits are not separately billed. No technology charge, mileage reimbursement, per diem/travel reimbursement, subconsultant markup, printing reimbursement, or other direct costs are proposed unless separately authorized in writing by the City.

Personnel	Role	Hourly Billing Rate	Hours	Cost
Mirza Baig	Lead Inspector	\$164.07	1000	\$164,070.00
Dana Hissen	Project Manager	\$169.55	250	\$42,387.50
Keyvan Khorassani	Inspector	\$169.55	160	\$27,128.00
Saeed Shahmirzai	Principle In Charge	\$272.54	80	\$21,803.20

TOTAL	\$255,388.70
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RFP Calls for Inspection Services - Services provided by Principle in Charge and Project Manager are optional and may be provided on an as-needed basis. Project Manager are optional and may be provided on an as-needed basis.

Notes:

1. Above hourly rates include all overhead, fringe, and profit unless otherwise noted.
2. The proposal is based on 8-hour shifts
3. Equipment, supplies, and incidental costs included in labor rates unless otherwise noted.
4. Proposal assumes project starting in August 2026 and completion by March 2027
5. Escalation for work beyond June 2027, if necessary, is not accounted for.
6. Field office costs not included nor anticipated.
7. Estimate based on 125 working days including the pre and post construction activities
8. Material Testing is not included, but we can coordinate with City's on-call testing firm to schedule any required testing



City Council Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Authorize the City Manager to Execute an Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Daly City Safe Routes to School Project

Recommended Action

Staff recommends that the City Council authorize the City Manager, or his designee, to execute an amendment to the professional services agreement with Kimley-Horn and Associates, Inc., to provide additional engineering design services for the Daly City Safe Routes to School project in the amount of \$76,869.08 for a total not to exceed contract amount of \$419,480.20.

Background

The Daly City Safe Routes to School (SRTS) project aims to improve bicycle and pedestrian safety, focusing on the areas around Thomas R. Pollicita Middle, John F. Kennedy Elementary, and Susan B. Anthony Elementary Schools. All three schools are located on or near E. Market Street and Hillside Boulevard. E. Market Street is an east-west arterial that connects to Interstate 280 (I-280) in the southern portion of Daly City (City), while Hillside Boulevard is a north-south collector that provides a critical connection between residential areas and key community destinations within the City. Within these corridors there are also private schools that would benefit from the improvements. The schools currently create sharp congestion peaks during student pick-up/drop-off periods and generate high levels of pedestrian traffic.

Based on the findings in Daly City's 2020 Vision Zero Action Plan, Thomas R. Pollicita Middle, John F. Kennedy Elementary, and Susan B. Anthony Elementary Schools are located within a quarter-mile of the High Injury Network (HIN) – defined as city streets where serious injuries and fatalities occur most frequently. E. Market Street and Hillside Boulevard, are both identified on the City's HIN. In addition to the schools, the focused corridors also facilitate access to San Bruno Mountain State & County Park.

In September 2023, the City executed a Fund Transfer Agreement with the California Department of Transportation (Caltrans) to allocate \$3,200,000 of appropriated State General Fund for the Daly City SRTS project per California's Budget Act of 2022. Caltrans determined the best method for allocation to ensure the funds are used for the purposes specified in Section 19.56 of the Act is a funds transfer agreement.

On July 14, 2025, the City Council authorized the City Manager to execute a professional services agreement with Kimley-Horn and Associates, Inc., to provide engineering design services for the Daly City SRTS project in the amount of \$342,611.12.

Discussion

Additional engineering design services are needed for the Daly City SRTS project to revise the 50% conceptual design to include alternative improvements to enhance bicycle and pedestrian safety and accessibility within the project limits while removing proposed lane reductions after public and stakeholder feedback, expanding the project improvements to include the reconstruction of the northwest and northeast corners of E. Market Street and Hillside Boulevard, and preparing for and presenting the project at the City's Bicycle/Pedestrian Advisory Committee (BPAC) and to City Council. The proposed \$76,869.08 amendment, if approved, will increase the total contract amount to \$419,480.20.

Fiscal Impact

Agreement Amendment #1 with Kimley-Horn and Associates, Inc. for additional engineering design services of the Daly City SRTS project provides for a not-to-exceed amount of \$76,869.08.

Sufficient funds are available to fully fund the proposed recommendations from previously approved and appropriated Transportation Capital Project Fund – Daly City Safe Routes to School project account 21764100 to fund the additional engineering design services, design contingencies, and staff time.

Summary/Conclusion

Staff recommends that the City Council authorize the City Manager, or his designee, to execute an amendment to the professional services agreement with Kimley-Horn and Associates, Inc., to provide additional engineering design services for the Daly City Safe Routes to School project in the amount of \$76,869.08 for a total not to exceed contract amount of \$419,480.20.

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

Respectfully submitted,



Alexander Yuen
Civil Engineering Associate



Joshua Cosgrove
Acting Director of Public Works

Attachment:

1. Agreement Amendment No. 1 with Kimley-Horn and Associates, Inc. for the Daly City Safe Routes to School Design Services



**CITY OF DALY CITY
DALY CITY SAFE ROUTES TO SCHOOL
DESIGN SERVICES**

AGREEMENT AMENDMENT NO. 1 Pages 1-3

DATE:	June 26, 2026
OWNER:	City of Daly City Shirley Chan, Acting City Engineer (650) 991-8231
CONSULTANT:	Kimley-Horn and Associates, Inc. Attn: Ryan Dole 1300 Clay Street, Suite 900 Oakland, CA 94612
PROJECT MANAGER:	Alexander Yuen (650) 746-8363

I. DESCRIPTION AND COST OF CHANGES

- A. Kimley-Horn and Associates, Inc. shall perform additional design services under the existing agreement in accordance with the attached Daly City Safe Routes to School Project – Additional Scope for Revised 50% Design, Additional Stakeholder Meetings, and E Market Street/Hillside Blvd Curb Ramps proposal, dated June 10, 2026, for an additional fee not to exceed \$76,869.08. \$76,869.08

TOTAL: \$76,869.08

**SUMMARY OF FUNDS TO BE CHARGED: PO # 22600289
21764100-55105 \$76,869.08**

II. CONDITIONS OF AGREEMENT AMENDMENT

It is understood and agreed that this Agreement Amendment provides full compensation to the Consultant for all claims arising out of the changes constituting the subject matter of this Agreement Amendment and that this Agreement Amendment is pursuant to and in accordance with other relevant provisions, conditions and requirements contained in the fully executed agreement dated July 24, 2025.

The Consultant is responsible for reaching settlements with all subconsultants, suppliers and vendors whose work, materials or services were associated with this Agreement Amendment, including all claims arising out of this Agreement Amendment and holds the City of Daly City harmless from any and all claims and defense costs relating to such entities.

III. ADDITIONAL CONDITIONS OF AGREEMENT AMENDMENT

None.

IV. COST ANALYSIS

Original Agreement Award:	\$342,611.12
Previous Agreement Amendments:	\$0.00
Current Agreement Amendment #1:	\$76,869.08
Agreement Adjustments:	\$0.00
Revised Current Agreement Cost:	\$419,480.20
All Agreement Amendments and Adjustments as Percentage of Original Agreement Award:	22.44%

ACCEPTED:

CONSULTANT:

Kimley-Horn and Associates, Inc.



NAME: Mike Colety, PE (CA60858)

TITLE: Senior Vice President

SIGNATURE: 

DATE: 6/29/2026

ACCEPTED:

OWNER:

City of Daly City

BY: _____

Alexander Yuen,
Project Manager

DATE: _____

BY: _____

Shirley Chan
Acting City Engineer

DATE: _____

BY: _____

Richard Chiu, Jr.
Director of Public Works

DATE: _____

BY: _____

Thomas J. Piccolotti
City Manager

DATE: _____



June 10, 2026

Alexander Yuen
Civil Engineering Associate/Project Manager
City of Daly City
333 90th Street
Daly City, CA 94015

Re: Daly City Safe Routes to School Project – Additional Scope for Revised 50% Design, Additional Stakeholder Meetings, and E Market Street/Hillside Blvd Curb Ramps

Dear Alexander:

Kimley-Horn and Associates, Inc. (**Kimley-Horn**) is pleased to submit this proposal to the City of Daly City (**City**) to provide additional services for design for the Daly City Safe Routes to School project. Kimley-Horn understands that City staff have determined lane reductions along East Market Street and Hillside Boulevard will not be permitted to accommodate dedicated bicycle lanes. As a result, the City has requested an additional services proposal to revise the 50% conceptual design by removing the proposed lane reductions and developing alternative improvements to enhance bicycle and pedestrian safety and accessibility within the project limits. The additional services also include:

- Preparing a 50% design level engineer's estimate.
- Expanding the project improvements to include the reconstruction of the northwest and northeast corners of East Market Street and Hillside Boulevard.
- Preparing for and presenting at the City's Bicycle/Pedestrian Advisory Committee (BPAC) and a City Council meeting.

Scope of Services

Task 1 - Project Management

Task 1.3: Additional Services Project Administration and Meetings

The original Project Management budget was developed based on a schedule that anticipated the preparation of the contract documents would be completed by June 2026. Due to completing another 50% design and the expanded effort for stakeholder meetings, it is assumed that the design phase will be completed by January 31, 2027.

Kimley-Horn will continue to supervise, coordinate, and monitor project design activities. We will continue to develop and maintain a critical path method (CPM) project schedule, and updating the schedule monthly. Kimley-Horn will continue to prepare monthly invoices that identify staff, hours, and project progress. Additionally, Kimley-Horn will continue to prepare monthly progress reports to include updates on work status, deliverables, and budget.

Kimley-Horn will continue to coordinate with the overall project team, which will include the City, SamTrans, regulatory agencies, utility owners, and subconsultants, so that information is disseminated and project coordination between all parties is seamless. Coordination meetings will be held, as necessary, for comments that need clarification or if further information is required.

This task includes up to an additional 14 progress meetings (corresponding with the additional 7 months of project duration) with City staff to discuss project status and other critical issues throughout the project development.



Task 1.3 Deliverables:

- CPM project schedule with monthly updates (up to an additional 7)
- Additional monthly invoices and progress reports (up to an additional 7)
- Electronic copy of meeting minutes (kick-off, up to an additional 14 progress meetings)

Task 2.4 – Additional Topographic Mapping and Base Map Creation

Consistent with the scope of Task 2.2 (Topographic Mapping and Base Map Creation), topographic survey and mapping for the northwest and northeast intersection corners will be performed by our subconsultant, **LCC Engineering and Surveying**. LCC will conduct a topographic survey for the additional project area, and the survey will capture surface features as listed in Task 2.2. The Kimley-Horn team will deliver a digital PDF file of the map, signed and stamped upon completion of work.

Task 2.4 Deliverables:

- Additional topographic survey and project base map (CADD and PDF formats)

Task 3.3 - Public Meetings

Kimley-Horn will prepare for, attend, and present the project at two (2) in-person public meetings, as requested by the City. It is assumed that two Kimley-Horn staff will be in attendance for each meeting. The first meeting will be a presentation to the City's Bicycle/Pedestrian Advisory Committee and the second meeting will be for City Council. Preparation will include coordination with City staff to confirm meeting objectives, format, and presentation requirements; review of current project assumptions and approved direction; and development of presentation materials. It is assumed that the presentation materials will be a PowerPoint presentation. Following each meeting, Kimley-Horn will document key comments, questions, and requests for additional information and provide meeting notes to the City identifying action items and any follow-up materials required to support subsequent review or decision-making.

Task 3.3 Deliverables:

- Materials, agenda, summaries, and participation in up to two (2) public meetings

Task 4 - Refined Conceptual Design (50% Design)

Task 4.2: Prepare Revised 50% Conceptual Design

Kimley-Horn will prepare a revised 50% conceptual design based on the understanding that there will be no lane reductions. The design will evaluate alternative improvements to enhance bicycle and pedestrian safety and accessibility within the project limits.

Task 4.2 Deliverables:

- Revised 50% Project Plans (11" x 17") in PDF format

Task 4.3: Prepare 50% Engineer's Conceptual Cost Estimate

Following the City's review of the revised 50% conceptual design, Kimley-Horn will prepare opinion of probable cost of the proposed project improvements.

The cost estimate will be provided to the City for one (1) round of review and comments.

Task 4.3 Deliverables:

- 50% Engineer's Conceptual Cost Estimate in Excel format

Task 9 – Additional Design Scope at East Market Street and Hillside Boulevard

Using the survey base map from Task 2.4, Kimley-Horn will prepare the 50% conceptual design plans, 75% preliminary design and estimate, 95% PS&E detailed design, Draft 100% PS&E, and Final Bid PS&E for the two north corners of East Market Street and Hillside Boulevard. The design of these two additional corners will follow the scope and proposed deliverable schedule outlined in Task 4 - 7. The design at these two corners will include curb, driveway and sidewalk improvements, drainage infrastructure, signing and striping, and limits of proposed roadway conform work. The scope for traffic signal improvements has expanded from traffic signal modifications in the original proposal to a full intersection traffic signal replacement. Existing ROW will be shown in relation to the proposed work.

At the northeast corner, a United States Postal Service (USPS) box will need to be temporarily relocated during construction. It is assumed that the City will coordinate the temporary relocation of the drop box with USPS.

At the southeast corner, a storm drain manhole within the curb ramp footprint and drainage inlet at the corner will be relocated. It is assumed that the PG&E utility pole and electrical cabinet can remain.

Task 9 Deliverables:

- None, to be incorporated into deliverables of Tasks 4-7

Fee and Billing

Kimley-Horn will perform the Scope of Services on a **time and materials basis** in accordance with the Master Consultant Services Agreement. Our fee is a total not to exceed the amount of **\$76,869.08**. An estimate of hours and cost developed to determine the design fee is attached. The fee includes labor cost, indirect and direct expenses incurred in performing these services. The information is provided as an estimate only, and Kimley-Horn may adjust budgets between tasks while maintaining the total fee.

We appreciate the opportunity to provide these services to the City. Please let me know if you have any questions on the proposal. I can be reached at 510-350-0231 or ryan.dole@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Ryan Dole, P.E., T.E.
Project Manager
P.E. No: CA 75749

DALY CITY
Safe Routes to School

196.54% Overhead% 195.57% Overhead% w/o FCCM 10% Fee%		Name	Category/Title	Kimley-Horn and Associates, Inc.					TOTAL HOURS	TOTAL COST							
				Ryan Dole	John Pulliam	Sr. Professional I	Professional I	Analyst II			Analyst I	Project Support					
				Project Manager	Principal-in-Charge & QC/QA												
				\$109.57	\$120.06								\$89.15	\$68.35	\$57.06	\$50.62	\$40.63
				\$357.30	\$391.51								\$290.72	\$222.89	\$186.07	\$165.07	\$132.49
Task 1	Project Management	7	0	0	7	0	0	7	21	\$ 4,988.79							
1.3	Additional Services Project Administration and Meetings	7			7			7	21	\$ 4,988.79							
Task 2	Data Collection	0	0	0	1	2	0	0	3	\$ 595.03							
2.4	Additional Topographic Mapping and Base Map Creation				1	2			3	\$ 595.03							
Task 3	Project Outreach	10	0	0	16	0	0	15	41	\$ 9,126.64							
3.3	Public Meetings	10			16			15	41	\$ 9,126.64							
Task 4	Refined Conceptual Design (50% Design)	8	5	0	19	40	50	0	122	\$ 24,747.21							
4.2	Prepare Revised 50% Conceptual Design	6	4		15	30	50		105	\$ 20,888.83							
4.3	Prepare 50% Engineer's Conceptual Cost Estimate	2	1		4	10			17	\$ 3,858.38							
Task 9	Additional Design Scope at East Market Street and Hillside Blvd	5	4	4	20	50	60	0	143	\$ 28,180.94							
9.1	Additional Design Scope at East Market Street and Hillside Blvd	5	4	4	20	50	60		143	\$ 28,180.94							
	TOTAL HOURS	30	9	4	63	92	110	22	330								
	Subtotal Labor:	\$10,719.13	\$3,523.61	\$1,162.86	\$14,041.90	\$17,118.53	\$18,157.73	\$2,914.85		\$ 67,638.62							
	Other Direct Costs									\$ 9,230.46							
	LCC Engineering & Surveying, Inc.									\$ 9,230.46							
	TOTAL COST:									\$ 76,869.08							



City Council Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Authorization to Execute Amendment No. 11 to Service Agreement and Appropriate Funds for the Daly City Bayshore Shuttle

Recommended Action

Staff recommends the City Council:

1. Authorize the City Manager, or his designee, to execute Amendment No. 11 to the service agreement with the San Mateo County Transit District (SamTrans) to operate the Daly City Bayshore Shuttle as part of SamTrans' Shuttle Bus Program; and
2. Appropriate \$65,000 of unallocated Measure A funds to fund the Daly City Bayshore Shuttle.

Background

Since 2014, the City has operated the Bayshore Shuttle in the Bayshore neighborhood using various grants to finance shuttle operations. The shuttle service connects residents within the Bayshore neighborhood to shopping, grocery, and medical destinations in Daly City and San Francisco. The Bayshore Shuttle also provides access to various regional transportation facilities including Muni and SamTrans bus stops and BART stations to which Bayshore area residents have limited access. Many of the destinations served by the shuttle are difficult to reach by using the limited public transportation options currently available.

In the past, the City of Daly City received Lifeline Transportation Program (LTP) grants from the Metropolitan Transportation Commission (MTC), through the City/County Association of Governments of San Mateo County (C/CAG), and Congestion Relieve Plan funds grants from C/CAG to improve mobility options for residents of the Bayshore neighborhood. In September 2024, City Council accepted \$314,375 in LTP funds through the State Transit Assistance program. In June 2025, C/CAG's Board of Directors approved \$929,908 of Congestion Relief Plan (CRP) funds for the Bayshore Shuttle for FY 2025-26 and a portion of FY 2026-27.

Discussion

In July 2015, SamTrans contracted with a new shuttle provider. The original agreement expired on June 30, 2016. Since that time, ten amendments have been executed, each extending the agreement for another 12-month period. The current agreement ended on June 30, 2026. The term of the proposed Amendment No. 11 is for a 12-month period ending on June 30, 2027.

Fiscal Impact

The service agreement with SamTrans provides for a fee of \$606,300 to operate the shuttle commencing July 1, 2026 and ending June 30, 2027. The total cost to operate the shuttle for FY

**Authorization to Execute Amendment No. 11 to Service Agreement
and Appropriate Funds for the Daly City Bayshore Shuttle**
Meeting Date: July 13, 2026
Page 2 of 2

2026-27 is estimated to be \$622,000 which includes \$15,700 for staff time, advertising, and other miscellaneous costs.

The grant funds secured to date for Fiscal Year 2026-27 are approximately \$557,000 to operate the shuttle. An additional \$65,000 above the previously allocated funds is needed to fully fund the operations of shuttle for FY 2026-2027.

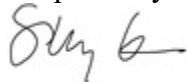
Summary/Conclusion

Staff recommends the City Council:

1. Authorize the City Manager, or his designee, to execute Amendment No. 11 to the service agreement with SamTrans to operate the Daly City Bayshore Shuttle as part of SamTrans' Shuttle Bus Program; and
2. Appropriate \$65,000 of unallocated Measure A funds to fund the Daly City Bayshore Shuttle.

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

Respectfully submitted,



Shirley Chan
Acting City Engineer



Joshua Cosgrove
Acting Director of Public Works

Attachment: Rail Shuttle Bus Service Administration Agreement Amendment No. 11



BOARD OF DIRECTORS 2026

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Amendment No. 11

To

**RAIL SHUTTLE BUS SERVICE ADMINISTRATION AGREEMENT
- DALY CITY BAYSHORE - SAN MATEO COUNTY TRANSIT DISTRICT
(SamTrans Operated & Managed)**

THIS AMENDMENT modifies the Rail Shuttle Bus Service Administration Agreement (“Agreement”), which was effective December 9, 2015, by and between the San Mateo County Transit District (“District” or “SamTrans”) and the City of Daly City (“Lead Organization”).

The District and the Lead Organization entered into the Agreement, whereby the Lead Organization participates in the District Shuttle Bus Services program; and

The Agreement was modified previously to extend the Agreement and adjust the contribution and payment terms; and

The last modification was memorialized pursuant to Amendment Number 10, which was effective July 1, 2025; and

The Agreement is set to expire on June 30, 2026; and

The Parties desire to amend the Amended and Restated Agreement and extend the term for another twelve-month period and set forth the contribution and payment terms applicable during said extension, in accordance with the terms and conditions of this Eleventh Amendment.

NOW THEREFORE, IT IS AGREED to amend the Agreement as follows:

1. Section 4 of the Agreement, Term, is amended by adding the following language as the twelfth paragraph:

Effective July 1, 2026, the term of the Agreement shall be extended for twelve (12) months commencing July 1, 2026 and ending June 30, 2027.

2. Section 5 of the Agreement, Maximum Contribution; Payment is amended by adding the following language as the twelfth paragraph:

SAN MATEO COUNTY TRANSIT DISTRICT
166 N. Rollins Road, Millbrae, CA 94030
(650) 508-6200

During the twelve (12) month extension of the Agreement, commencing July 1, 2026 and ending June 30, 2027, the District's maximum contribution (which includes contributions from all other funding agencies involved, if any) for Shuttle Service shall not exceed Zero Dollars (\$0) or Zero percent (0%) of the actual total operating costs for the Shuttle Service as determined by the District.

3. Section 6 of the Agreement, Lead Organization's Payment is amended by adding the following language as the eighteenth, nineteenth and twentieth paragraphs:

During the twelve (12) month extension of the Agreement, commencing July 1, 2026 and ending June 30, 2027, Lead Organization shall pay One Hundred percent (100%) of the total actual costs of operating the Shuttle Service. Lead Organization's share shall equal Six Hundred Five Thousand Eight Hundred dollars (\$605,800) in addition to Five Hundred dollars (\$500) or as revised for Commute.org managed annual GTFS feed administration (projected combined Six Hundred Six Thousand Three Hundred dollars [\$606,300]), subject to a final adjustment.

For the period of July 1, 2025, through June 30, 2027, District's Vendor agrees that all fueling costs are included in the total actual costs of operating the Shuttle Service described in Section 1 of the Agreement, and that the District's Vendor is not entitled to any fuel adjustments.

A mechanical element has been added to the District's Vendor contract. Should any revenue vehicle require replacement of an engine and/or transmission, the Vendor will perform such work. Parts and labor costs will be passed through to the District, and allocated proportionally to the Lead Organization based on service hours. The estimated cost projection for the term July 1, 2026 through June 30, 2027 has been included in the projected cost cited above.

Except for those changes expressly specified in this Eleventh Amendment, all other provisions, requirements, conditions, and sections of the underlying Agreement, as previously amended, shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties have executed this Eleventh Amendment on the date first written above with the intent to be legally bound.

SAN MATEO COUNTY TRANSIT
DISTRICT

CITY OF DALY CITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

SamTrans Attorney

City of Daly City Attorney



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 13, 2026

Subject: Authorize the City Manager to Execute Agreement with Axon for Unmanned Aerial Systems

Recommended Action

Staff recommends Council authorize the City Manager or designee to execute an agreement with Axon for the purchase of Unmanned Aerial Systems (UASs) for use by the Police Department.

Background

In 2023, Council approved our department's use of Unmanned Aerial Systems (UASs). In June 2025, Council approved our department's expansion of UASs to include a Drone First Responder (DFR) Program and indoor UASs for tactical operations. UASs are listed in AB 481 – Military Equipment Use (Daly City Municipal Code 9.56), and as such require Council approval for acquisition and use of in a law enforcement capacity.

Discussion

The Police Department has an effective UAS program, providing significant benefits for community and officer safety. Our current indoor UAS solution, while effective, requires the operator to be in close proximity, making it best suited for planned operations involving specially trained personnel. Our current platform is not capable of remote operation by our Real Time Intelligence Center (RTIC), reducing availability for use, especially from a daily patrol perspective.

Our DFR supplier, Skydio, recently introduced an indoor UAS capable of remote operation from within our RTIC. This remote piloting capability expands operational use for daily calls for service encountered by patrol that would benefit from the use of an indoor UAS. This resource can potentially reduce the need for officers to enter uncleared or unsafe structures, improving safe outcomes.

The Skydio R10 indoor drone provides our department with features our current indoor drones do not offer such as built in lighting, two-way communication, collision avoidance, and enhanced connectivity through radio and cellular, enabling remote flight through the RTIC. A Skydio R10 kit comes equipped with a primary indoor drone, and a secondary replacement for immediate deployment if the first UAS fails or breaks. Only one of the drones can be operated in the kit as they share connectivity. We are requesting approval to purchase (2) Skydio R10 Kits, which equates to a total of four R10 drones (2-per kit). These UASs directly integrate into our existing systems and are flown through the platform of our existing DFR system. Combined, these features together greatly enhance the department's ability to fly indoors safely and de-escalate tense situations on calls for service or pre-planned operations.

As UASs are covered under the Military Equipment Use policy, all operational use will be reported to the Council annually as required. All UAS deployment video will be recorded to our Axon Evidence.com system and will follow and comply with the same policy and procedure that governs our DFR systems and body worn and fleet cameras.

Uses for the UAS can vary from situation to situation, but the key intent is to provide a tool allowing officers to carry out tasks efficiently and safely. Any deployment will follow legal authority, policy and procedure, and the utmost consideration for the rights and privacy of those in the community. The UAS is designed to provide pertinent information to officers, ultimately allowing them to make informed tactical decisions to support de-escalation and reduce the likelihood of using force, all designed to ensure the safety and protection of the community.

UAS technology continues to enhance situational awareness and support community safety across the city through improved response times, de-escalation and force multiplication.

Fiscal Impact

Funds are available in the Police Department Operating Budget to cover the cost of (2) sets of indoor drone systems in the amount of \$72,777.61.

Summary/Conclusions

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

Respectfully submitted,



Cameron Christensen
Chief of Police