



Diversity and Equity Standing Committee

Regular Meeting Agenda

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/99995172194>

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Call Toll Free 1-888 788 0099

Meeting ID: 999 9517 2194

Or one-tap mobile (for easy connection on a smart phone)

+16699009128,,99995172194# US (San Jose)

+12532158782,,99995172194# US (Tacoma)

March 23, 2022 - 6:00 PM

1 ROLL CALL

2 INTENTIONS

Inspirational, spiritual, encouraging words, short reading, or prayer that sets the tone for our work: to inspire, acknowledge our collective purpose, and focus our energies as many working as one.

3 INTRODUCTIONS/PRESENTATIONS

3.a. Gobbi Street Project Presentation and Approval of Letter of Support

Recommended Action: Receive presentation and approve letter of support (attached).

Attachments:

1. Design Proposal abridged (002)
2. Map of Proj Location (002)
3. Letter of Support for Gobbi St Proj 3-23-22 - draft 1

4 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5 APPROVAL OF MINUTES

5.a. Approval of the Minutes of the February 23, 2022, Diversity and Equity Committee Regular Meeting.

Recommended Action: Approve Minutes of the February 23, 2022, Regular Meeting of the Diversity and Equity Standing Committee.

Attachments:

1. DRAFT Minutes 2022-02-23_sr

6 NEW BUSINESS

7 UNFINISHED BUSINESS

- 7.a. Discuss Proclamations for the Month of May - Asian Pacific American Heritage and Older Americans' Month.
Recommended Action: Discuss proclamations and identify committee members to work with City Staff to draft the proclamations.
Attachments: None
- 7.b. Meeting Format Discussion
Recommended Action: Discuss meeting format options and determine whether to hold future meetings either virtually, in-person, or hybrid.
Attachments: None

8 COMMITTEE REPORTS

9 ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Equity & Diversity Committee after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



AGENDA SUMMARY REPORT

SUBJECT: Gobbi Street Project Presentation and Approval of Letter of Support

DEPARTMENT: Public Works

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

1. Design Proposal abridged (002)
2. Map of Proj Location (002)
3. Letter of Support for Gobbi St Proj 3-23-22 - draft 1

Summary: The Community Development Department and Public Works Departments will provide information about the Gobbi Street Improvements Project and solicit input from the Diversity and Equity Committee regarding diversity, equity, and environmental justice. Additionally, the City of Ukiah Community Development and Public Works is requesting a letter of support to support the City's grant application to the U.S. Department of Transportation to fund the project.

For more information, please see the design proposal (attachment a), map (attachment 2), and letter of support (attachment 3).

If the committee members are interested in reading the grant Notice of Funding Opportunity, it can be found at: [RAISE NOFO](#)

Recommended Action: Receive presentation and approve letter of support (attached).

02 / UNDERSTANDING & APPROACH



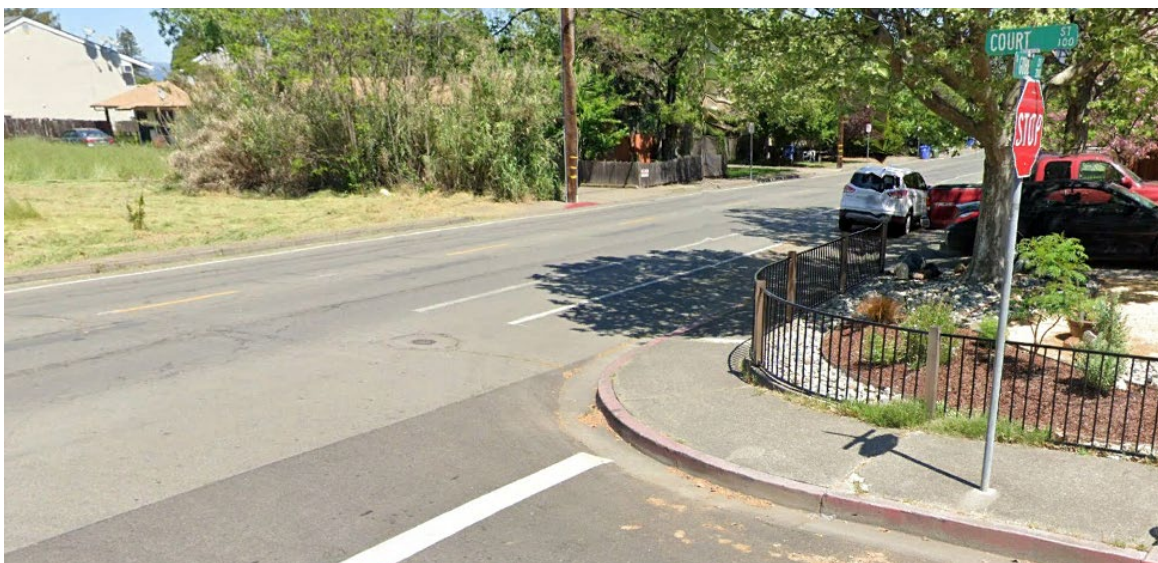
UNDERSTANDING & APPROACH

The City of Ukiah, using Measure Y funds, intends for the project to be a revitalization of Gobbi Street to modernize the utility system and restart the pavement design life for the section between South Dora Street and the western limits of the US Highway 101 interchange. The project will include the replacement of the aging utility infrastructure along the Gobbi Street corridor following the planned undergrounding of the existing overhead lines and the upcoming installation of a new traffic signal at the intersection of Gobbi Street and Waugh Lane (to be completed as separate projects). BKF will provide the City with recommendations and design options for pavement rehabilitation, utility replacement design, new curb ramps at select locations, and restriping of the roadway. While many of the Gobbi Street Utility Replacement components may seem fairly standard for a typical utility replacement and paving improvement project, during our visit of the site and review of publicly available documentation, we have observed unique challenges that will accompany the design and construction of the project. We have summarized some of the key elements that may be encountered during 3,610 foot project corridor:

Maintained Utility Use during Construction: based on our preliminary research of existing conditions and experience that Gobbi Street may not have available underground real estate to allow for construction of a new parallel sewer system while keeping the existing system in place and functional during construction. If upon review of the existing utility conditions we determine that the best or only alignment for the new sewer mains coincide with the location of the existing mains, we can support with City by preparing specifications for a by-pass pumping system to be installed and operated by the Contractor. We have recent experience with developing specifications for sewer by-pass pumping, which can be utilized when portions of the existing system need to be removed to facilitate construction of the new system.

Impacts to Traffic during Construction: Being a main arterial, construction disruption can have far-reaching impacts to traffic in the area. We have successfully worked with Bay Area Traffic Solutions (B.A.T.S.) to develop safe and effective traffic control plans to help mitigate construction impacts to both vehicle and pedestrian travelers. Additionally, we have developed and deployed night work specifications and requirements for similar projects, while being mindful of the impact that night work can have on the project construction budget. Careful consideration to the phasing of the various work items can help to identify and schedule day-work, while limiting night work to only those operations that will be impactful to safe and functional use of the roadway and the utility system.

Accessible Curb Ramp Design: BKF will identify a proposed new configuration for each of the 24 new curb ramps to be replaced. At this time, we are expecting that many of the ramps to be replaced will not be able to be constructed in accordance with the City of Ukiah's standard Curb Ramp detail, due to apparent limitation in available right of way. Use of the Caltrans Standard Modified Case C Ramp will be investigated as a potential ramp option for locations with limited right of way, at locations such as Court Street and Gobbi Street.



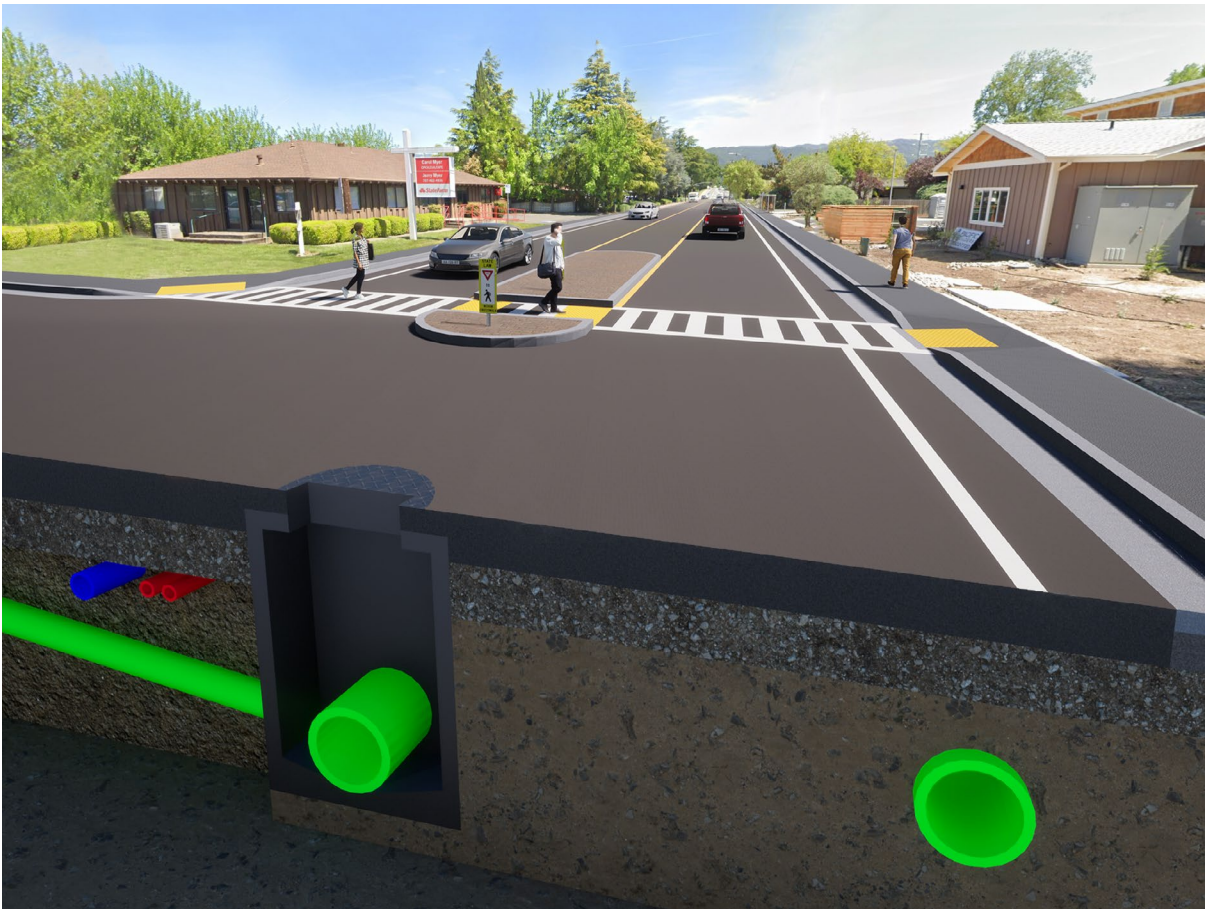
Area where Modified Case C Ramp may be needed due to limited right-of-way

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Ramps and crossing improvements will be designed to maintain a consistent “look and feel” to the improvements currently being design and constructed for the Downtown Streetscape Improvement Projects.

Pavement Rehabilitation: The traffic count and geotechnical information will be used to inform the design of a pavement rehabilitation approach following generally accepted design criteria to establish a pavement rehabilitation approach. Pavement techniques may include full depth reclamation (FDR), use of glass grid or similar paving fabrics, or redesigned asphalt sections. BKF will present the pavement rehabilitation options to the City and will work with City staff to identify the preferred rehabilitation techniques in order to achieve the intended result while offering opportunities for cost savings by incorporating less intensive restoration where suitable.

Pedestrian Crossing Enhancements at Leslie Street: BKF will coordinate layout and prepare design for a new, enhanced pedestrian crossing near the unsignalized intersection of Gobbi Street and Leslie Street. Due to the presence of bike lanes on Gobbi Street, we have identified a pedestrian refuge island in the unutilized section of the center turn lane as a good option for increasing pedestrian visibility and safety while limiting impacts to the bike lane. Additional improvements, such as advanced signage or surface-mounted traffic calming devices should be further investigated as ways to improve safety at this critical intersection.



Conceptual rendering of potential utility, pavement, striping, and pedestrian crossing improvements at Leslie Street

Limited Hardscape Improvements: It is our understanding that the City is not looking to replace sidewalk, curb, and gutter with this project. The undergrounding work, which is to take place prior to this project, will include the replacement of impacted sections of sidewalk only. Based on our familiarity with the corridor, we know that there are many sections of curb and gutter that are in poor and failing condition. If these sections are not replaced with the underground work, we would recommend to the City that replacement of curb and gutter in selected and limited areas be considered to enhance the life cycle of the new pavement that will be constructed with the project.

Alternative Approaches: Depending on the condition of the existing water sewer mains and the concerns that the City may have regarding their age and capacity, a trenchless remediation of the existing mains, such as slip lining, may be applicable to the project. Slip lining utilizes the existing pipe as a carrier pipe for the installation of a liner, typically made of HDPE. This liner provides a barrier between the fluid and the carrier pipe, addressing many concerns associated with aging infrastructure. While this is a cost-effective and schedule-efficient approach for remediating the effects of older infrastructure, this approach may also impact the maximum flow capacity of the carrier pipe. BKF would like the opportunity to further understand the specific concerns and need and explore this, and other alternative approaches to save on both cost and time.

SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT

Project Management: BKF will provide general project management and consultant oversight services including defining and tracking tasks, status updates, general coordination, and preparation of a detailed schedule showing planned milestones and deliverables to be achieved for completion of the Project. BKF will also track the budget and issue monthly invoices.

Meetings: BKF will schedule regular progress meeting to discuss the status of the Project, upcoming efforts, issues, coordination items, and other relevant information. Agendas, action logs, updated project schedules, and meeting minutes will be prepared and distributed. We will also maintain frequent and timely communication with City staff throughout the duration of the Project..

Quality Assurance/Quality Control (QA/QC): BKF will perform quality control checks for each submittal in accordance with BKF's Quality Manual prior to submitting to City. BKF's Quality Control Manager will review both in-house and sub-consultant work at each phase of the project to ensure quality and contract compliance. All plan review comments are documented and formally responded to the form of a comment response letter and/or comment response markups. A copy of BKF's full Quality Manual can be provided upon request.

Deliverables:

- Schedule Updates
- Invoices
- Progress Report
- Updated Action Log
- Meeting Agendas and Minutes
- Plan Review Response Documents

TASK 2: DATA COLLECTION

Record Data Collection and Field Review: BKF will research and collect available records from the City, Mendocino County, and the public utilities to obtain property line, utility data, geotechnical information and traffic information. BKF will take notes of any potential public/private conflicts within rights-of-way. While BKF understand that it is the City's intent to construct the project within existing public rights-of-way, should a conflict occur, BKF will address the need for easements.

Topographic Survey: In an effort to be efficient with our services and provide data only to the accuracy needed in specific locations, BKF will utilize multiple survey tools to survey the project corridor. We will leverage our Unmanned Aerial Vehicle (UAV, also known as a drone), with integrated real time kinematic GPS to perform a flight of the corridor. The UAV data will be adjusted to survey control set by BKF throughout the project area to generate ortho-rectified aerial photos and aerial survey accuracy topographic information. BKF's field crews will supplement the UAV survey data with typical cross sections of the boulevard at critical locations and higher density topographic spot data where bulb-outs or curb ramps are anticipated. We will reserve some additional survey time to come back and densify the topography as needed in critical areas such as sidewalk gap closures or unique street designs. By

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reserving some time to come back and densify the topography, we have an opportunity to let the design drive the survey efforts so that we are not wasting time surveying features which may not require survey grade accuracy.

The topographic mapping approach described herein will generate a base map for the entire project. The base maps will include topographic and utility information encountered during the course of the survey and as provided by the City. Our understanding is that the City expects the project right-of-way has been previously surveyed before and is shown on a combination of as-builts, right-of-way, easement or official survey maps. Individual properties within the project area will be identified by tax assessor number. If during the course of BKF's survey, it appears that section 8762 of the California Professional Land Surveyor's Act will be triggered, requiring a Record of Survey, BKF will notify the City and discuss the right of way mapping options. Formal boundary determination, right-of-way acquisition, or a record of survey are not included, but can be provided as an additional service.

BKF will complete field surveys along the roadway, acquiring cross sections at 25 foot intervals. BKF will create base maps including topographic, utility, and boundary information that will be based on existing as-builts, right-of-way and easement maps as provided by the City. Base maps will include topographic features and fixed works such as grade breaks, drainage swales, striping, edge of pavements, concrete, trees 12-inches in diameter and larger, bridge abutments, utility poles and other utility structures. Underground utilities will be shown based on observed surface information and "dips" of gravity utility structures. Subsurface exploration or detection of underground locating of utilities is not included in this scope of services, but can be provided as an additional service if requested.

Public Utilities Coordination: Older streets often times have shallow utilities which may conflict with full depth replacement paving or other designs implemented with this project. Additionally, in order to prolong the finished streets lifespan, it is important to coordinate any planned utility projects prior to final paving. We understand that PG&E and AT&T will be undergrounding their existing overhead facilities prior to the start of construction for this project. BKF will communication with PG&E, Comcast, AT&T, and the City of Ukiah Public Works Utilities Division to understand the location of the existing and future utilities and to coordinate relocations and potential upgrades to their facilities, if needed.

Geotechnical Investigation: A site investigation and report prepared by a Geotechnical Engineer is highly recommended for paving rehabilitation projects with complex existing conditions and several potential solutions. BKF, through our sub-consultant, LACO, will prepare geotechnical report that will support project designs. To complete this exploration, we will leverage our past work in the area and the resulting knowledge of Ukiah's unique geologic framework to minimize the level of effort in completing the following investigative tasks:

- Review local geologic reports, maps, and information in LACO's database to determine anticipated site geology.
- Install 12 to 15 borings to describe site soils, gauge soil density, and collect samples for analysis of engineering properties. Our professional staff will work with project designers to develop the appropriate testing program for the conditions and project needs. Testing parameters will include R-values and compaction curves to support pavement design and later testing and inspections during construction.
- Perform laboratory analyses to determine properties critical to the successful completion of the project.

As part of our planning for this field exploration, we will work with the City of Ukiah to obtain As part of our planning for this field exploration, we will work with the City of Ukiah to obtain encroachment permits and determine traffic control plans as required. Following completion of this field scope, LACO will summarize our findings a report that will include an evaluation of geohazards and geotechnical considerations, coordinating closely with the project design team to ensure that we provide advice that best meets the needs of the project.

Deliverables:

Base Map including Topography, Boundary, and Utility Information
Geotechnical Investigation Report

TASK 3: 60% DESIGN

Under this task, BKF will develop a 60% design package. We are familiar with the City of Ukiah Standard Plans and Notes, and are anticipating that these standards will be used as the basis for our design. BKF will coordinate with the City and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. BKF will verify, based on the available record information, if there are any identifiable conflicts between proposed and existing improvements or any conflicts with the existing Right of Way limits. We understand that the utility replacement component of the project is intended to replace that existing aging infrastructure in kind. At this time, we are not anticipating the needs to analyze the utility system to support sizing calculations for the replacement of the water and sewer infrastructure. We do understand, though, that adjustments in the horizontal or vertical positioning of the new infrastructure may be needed to maintain utility service during construction.

To develop the 60% design package, BKF will prepare design development and coordination documents to provide ideas and solicit feedback from the City. These documents may include brief written memos describing pavement rehabilitation approaches, preliminary cost estimates, and conceptual layout exhibits. To ensure that the project scope meets the City's objectives while staying within the available construction budget, we recommend that weekly or biweekly check-in meetings be held to help define the scope of the project during this task. BKF has budgeted for up to **twenty (24)** hours of combined staff time to attend meetings and participate in conference calls during this phase.

Drawings: We will prepare the following drawings:

- Civil Cover Sheet (1 sheet)
- Notes & Legend (1 sheet)
- Typical Roadway Sections (2 sheets)
- Demolition Plan (6 sheets at 20 scale)
- Grading Plan (5 sheets at 20 scale)
- Curb Ramp Grading Details (6 sheets at 10 scale)
- Paving Plan (6 sheets at 20 scale)
- Striping and Signage Plan (6 sheets at 20 scale)
- Sedimentation and Erosion Control Plan (6 sheets at 20 scale)
- Construction Details (2 sheets)

We will prepare the following supporting documents:

- Preliminary pavement design calculations
- Preliminary engineers estimate of probable construction costs
- Outline of technical specifications

Deliverables:

Draft (60%) Design Drawings
Draft (60%) Engineer's Estimate of Probable Construction Costs
Preliminary Pavement Design Calculations
Technical Specification Outline

TASK 4: 100% DESIGN

Based on the comments received on the 60% design submittal, BKF will advance the design of the paving, hardscape, and utility improvements. During this task we will update the preliminary engineer's estimate of probable construction costs, and will develop the project technical specifications. It is assumed that the City will develop the Construction Agreement and will identify the forms that will be required as part of the bid and contract process. It is our understanding that these documents will be used by the City to perform the bidding process; as such the documents will be detailed to the level required by the contractor to bid and construct.

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In addition to the drawings, final calculations, engineer's estimate of probable construction costs, technical specifications, and an estimated construction schedule will be provided. BKF has budgeted for up to **sixteen (16)** hours of combined staff time to attend meetings and participate in conference calls during this phase.

Deliverables:

- Final (100%) Design Drawings
- Final (100%) Technical Specifications
- Final (100%) Pavement Design Calculations
- Final (100%) Engineer's Estimate of Probable Construction Costs
- Estimated Construction Schedule

TASK 5: FINAL PS&E

BKF will finalize the plans, specifications, and engineer's estimate of probable construction costs (collectively known as PS&E) based on changes made to design during the bidding process and will issue a final conformed construction set to the selected contractor.

Deliverables:

- Final Signed/Sealed Drawings for Construction
- Final Signed/Sealed Technical Specifications
- Final Signed/Sealed Engineer's Estimate of Probable Construction Costs

TASK 6: SWPPP

BKF will provide Qualified SWPPP Developer (QSD) services in compliance with the Construction General Permit Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ, administered by the State Water Resources Control Board (SWRCB). We will provide support services to the owner's Legally Responsible Person (LRP) to submit Permit Registration Documents (PRDs) to the State's online Storm Water Multiple Application and Report Tracking System (SMARTS) program website. It is assumed that the contractor will provide QSP services for the project including implementation of the SWPPP document.

In addition to the base scope of work, BKF has identified optional tasks that may be determined to be necessary during design. We have not included these services as part of our base scope of services in an effort to lower consultant costs.

OPTIONAL TASK 1: UNDERGROUND UTILITY LOCATING SERVICES

If requested, BKF will provide underground utility detection services in the same area of the proposed topographic survey. BKF will perform utility investigation services using industry acceptable methods to determine the approximate horizontal position and count of existing utilities on the subject site (except irrigation, typical). BKF's field crews will use a combination of water-based paint or marking chalk or pin flags (in the appropriate APWA color) to mark the results of our investigation on the ground surface. BKF will compare available utility record information (supplied by City) with the results of field investigation services to consolidate field evidence and record documentation. Utilities not identifiable by BKF's field crews due to lack of utility record information or above ground appurtenances will be marked with pink paint on the ground surface and annotated as "Unknown" on the project deliverables. Once the utilities have been marked, BKF will survey the locations of the utilities and add them to the base drawing. BKF will utilize the projects' horizontal and vertical coordinate system so as to keep the utility data on the same coordinate system as the surveying files. BKF will make a reasonable effort to locate and map underground utilities, however, given the current technological limitations of the locating equipment, a guarantee as to all utilities cannot be made.

OPTIONAL TASK 2: BID & CONSTRUCTION PHASE SUPPORT SERVICES

BKF can provide bid and construction phase support services. Scope and fee can be provided upon request and would be executed as an amendment to the Professional Consulting Services Agreement.

Bid Support Services: BKF can assist the City during the construction bid solicitation process on an as-needed basis. Bid support services can include the following:

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- a. Responding to RFI during the bid process
- b. Assisting the City with issuing bid addendum packages
- c. Summarizing and tabulating received bids

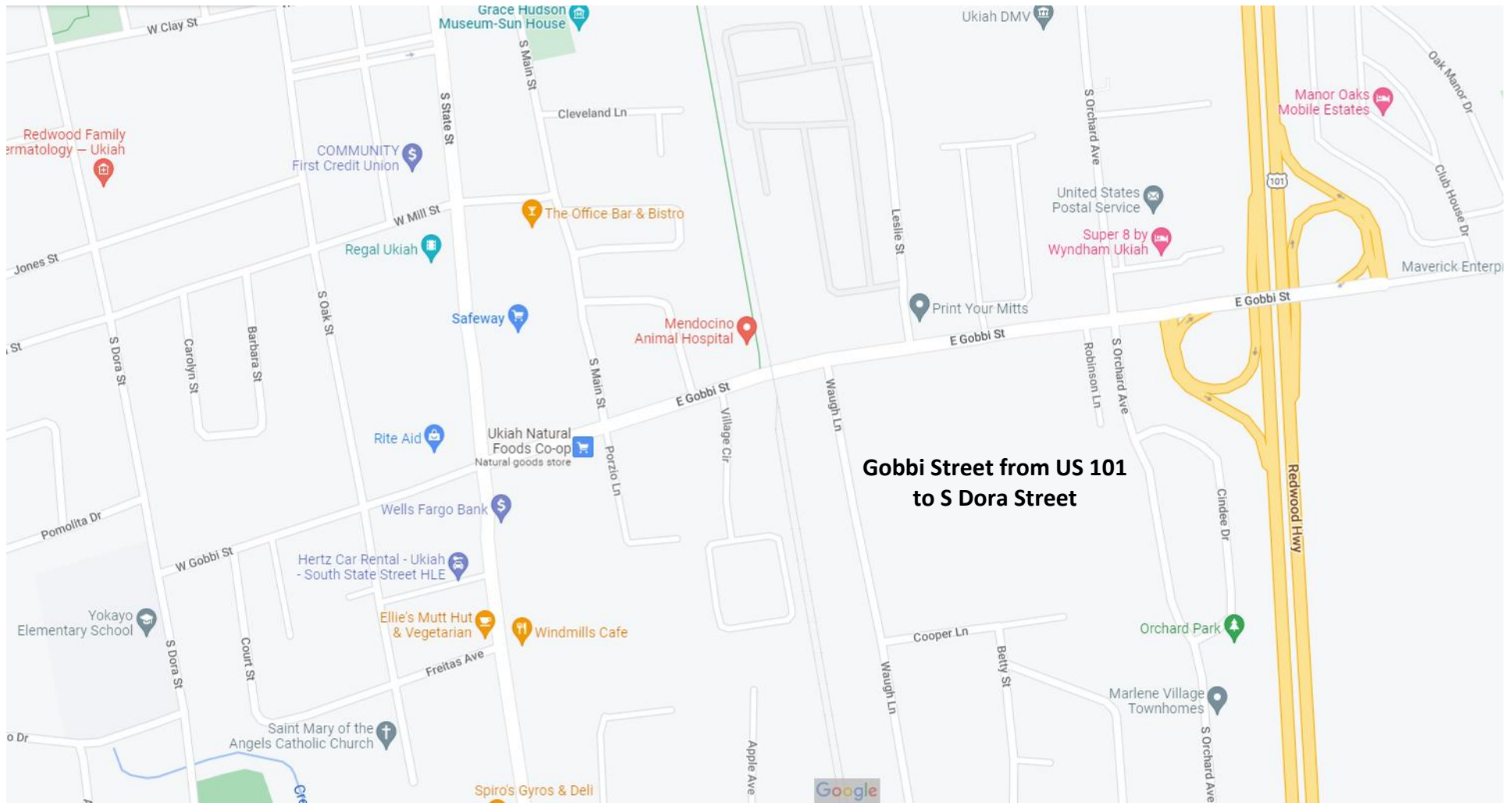
Construction Support Services: BKF will allocated time to support the contractor and design team during the construction phase of the project. Anticipated services include written response to requests for information, review of submittals, and drawing revisions as needed. Preparation of record drawings based on the contractor's as-builts can also be provided as part of this service.

Construction Meetings: BKF can attend site meetings with the contractor during the construction process. Anticipated meetings include the following:

- a. Pre-construction meeting
- b. Three (3) interim site visits
- c. Final punch-list walk
- d. Additional meetings as determined necessary by the City



Proposed Location of Gobbi Street Improvements Project



March 23, 2022

Sage Sangiacomo
City Manager
City of Ukiah
300 Seminary Avenue
Ukiah, California 95482

RE: U.S. Department of Transportation RAISE Grant Proposal for Gobbi Street Improvements Project

Dear Mr. Sangiacomo,

We are writing to support the City of Ukiah's grant application to the Department of Transportation RAISE program for the City's Gobbi Street Improvements Project. The City of Ukiah's Diversity and Equity Committee, an 11-member standing committee, comprises representation from nine different demographic groups within the community. The Committee was established to promote ongoing effort to reflect the community's diversity, integrate equitable public service, and promote opportunity for all. In addition, the Committee serves as a mechanism to provide engagement and input from the diversity of demographic groups present within the City of Ukiah.

We wholeheartedly support the City's application to the U.S. Department of Transportation for a RAISE grant to help fund the Gobbi Street Improvements Project. RAISE stands for Rebuilding American Infrastructure with Sustainability and Equity, and we believe the proposed project meets the goals of ensuring that federal transportation dollars are used to support projects that promote safety, economic competitiveness, equity, and sustainability consistent with DOT's strategic goals.

As representatives of the traditionally underserved, we fully support this grant application and the City's desire to create a safer and more livable community for all. We look forward to engaging with the Public Works Department further in this work through ongoing engagement and support.

Please feel free to contact us if you have any questions.

Sincerely,

Darren Jackson
Diversity and Equity Chair



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Minutes of the February 23, 2022, Diversity and Equity Committee Regular Meeting.

DEPARTMENT: City Manager / Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

1. DRAFT Minutes 2022-02-23_sr

Summary: The Diversity and Equity Committee will consider approving the Minutes of February 23, 2022.

Recommended Action: Approve Minutes of the February 23, 2022, Regular Meeting of the Diversity and Equity Standing Committee.



Equity & Diversity Committee
(Virtual Meeting)
Regular Meeting
MINUTES

February 23, 2022 - 6:00 PM

1. ROLL CALL

Present: Orozco, Duenas, Martinez, Gorny, Marston, Stern, Upadhyay

Absent: Jackson, Tognoli, Jones

2. INTENTIONS

None

3. INTRODUCTIONS/PRESENTATION

a. City of Ukiah Utility Services and Billing Presentation

City of Ukiah Billing and Customer Service Manager Lori Martin and Diana Macias, Team Leader, provided an overview of the City's utility billing services and assistance programs.

b. Persons Whose Primary Language is Not English Presentation

Sonu Upadhyay provided a brief presentation regarding local persons whose primary language is not English.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: LimaSierra Wooten

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the January 26, 2022, Regular Meeting.

Motion/Second Orozco/Upadhyay to approve the minutes of the January 26, 2022, Diversity and Equity Committee regular meeting as submitted. Motion carried by the following roll call votes:

AYES: Orozco, Duenas, Martinez, Gorny, Stern, Upadhyay

NOES: None

ABSENT: Jackson, Tognoli, Jones

ABSTAIN: Marston

6. UNFINISHED BUSINESS

a. Approval of the Diversity, Equity, and Inclusion Statement for the City of Ukiah.

After a brief discussion, the Committee approved the following abbreviated purpose statement: "Continually working to promote equity, diversity, transparency, and justice through the adoption and implementation of City practices, policies, and procedures."

Motion/Second Martinez/Gorny to approve the abbreviated Diversity, Equity, and Inclusion Statement for the City of Ukiah: "Continually working to promote equity, diversity, transparency, and justice through the adoption and implementation of City practices, policies, and procedures." Motion carried by the following roll call votes:

AYES: Orozco, Duenas, Martinez, Gorny, Marston, Stern, Upadhyay
NOES: None
ABSENT: Jackson, Tognoli, Jones
ABSTAIN: None

7. COMMITTEE REPORTS

a. General Plan Ad Hoc Report

No report provided.

b. Equity Action Plan Ad Hoc Report

The Committee reviewed and discussed sample job descriptions and provided direction to Staff.

8. NEW BUSINESS

None

9. ADJOURNMENT

The meeting was adjourned at 7:38 pm.



AGENDA SUMMARY REPORT

SUBJECT: Discuss Proclamations for the Month of May - Asian Pacific American Heritage and Older Americans' Month.

DEPARTMENT: City Manager / Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

None

Summary: The Committee will discuss and identify members to draft proclamations for Asian Pacific American heritage Month and Older Americans' Month.

Recommended Action: Discuss proclamations and identify committee members to work with City Staff to draft the proclamations.



AGENDA SUMMARY REPORT

SUBJECT: Meeting Format Discussion

DEPARTMENT: City Manager / Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER:

ATTACHMENTS:

None

Summary: Discuss the options for future Diversity and Equity meetings.

Recommended Action: Discuss meeting format options and determine whether to hold future meetings either virtually, in-person, or hybrid.