

## **M E M O R A N D U M**

**TO:** Razi Hosseini, Director, Public Works Department  
**FROM:** Alanna Reed, Director, Communications & Engagement *AR*  
**CC:** Jeff Coyle, Assistant City Manager, Di Galvan, Chief of Staff, Communications & Engagement; Carlos Gutierrez, Fiscal Administrator,  
**SUBJECT:** Scope of Work Approval – Calder Alley TVSA  
**DATE:** November 5, 2024

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Communications & Engagement is approving the scope of work and authorizing the use of PEG funds in the amount of \$650,000 for the improvements to the exterior space between the Plaza de Armas building and Calder Alley.