

# **City of South San Francisco**

P.O. Box 711  
South San Francisco, CA



## **Regular Meeting Agenda**

**Wednesday, November 14, 2018**

**7:00 PM**

**Municipal Services Building, Council Chambers  
33 Arroyo Drive, South San Francisco, CA**

**City Council**

## PEOPLE OF SOUTH SAN FRANCISCO

You are invited to offer your suggestions. In order that you may know our method of conducting Council business, we proceed as follows:

The regular meetings of the City Council are held on the second and fourth Wednesday of each month at 7:00 p.m. in the Municipal Services Building, Council Chambers, 33 Arroyo Drive, South San Francisco, California.

The City Clerk will read successively the items of business appearing on the Agenda. As she completes reading an item, it will be ready for Council action.

LIZA NORMANDY, Mayor  
KARYL MATSUMOTO, Mayor Pro Tempore  
RICHARD A. GARBARINO, Councilman  
MARK ADDIEGO, Councilman  
PRADEEP GUPTA, Councilman  
FRANK RISSO, City Treasurer  
KRISTA MARTINELLI, City Clerk  
MIKE FUTRELL, City Manager  
JASON ROSENBERG, City Attorney

**PLEASE SILENCE CELL PHONES AND PAGERS**

HEARING ASSISTANCE EQUIPMENT AVAILABLE FOR USE BY THE HEARING IMPAIRED AT  
CITY COUNCIL MEETINGS

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the City Clerk's Office located at City Hall. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The address of City Hall is 400 Grand Avenue, South San Francisco, California 94080.*

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

ANNOUNCEMENTS FROM STAFF

PRESENTATIONS

1. [Presentation of New Employees \(Mich Mercado, Human Resources Manager\)](#)
2. [Recognition of Evangelina Portillo for her volunteer assistance with the Cultural Arts Commission's first Dia de los Muertos/Day of the Dead art exhibit/performance on October 12-13, 2018. \(Sharon Ranals, Director of Parks and Recreation\)](#)

PUBLIC COMMENTS

For those wishing to address the City Council on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the Council Chamber's and submit it to the City Clerk. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. California law prevents the City Council from taking action on any item not on the Agenda (except in emergency circumstances). Your question or problem may be referred to staff for investigation and/or action where appropriate or the matter may be placed on a future Agenda for more comprehensive action or a report. When your name is called, please come to the podium, state your name and address (optional) for the Minutes. COMMENTS ARE LIMITED TO THREE (3) MINUTES PER SPEAKER. Thank you for your cooperation.

COUNCIL COMMENTS/REQUESTS

ADMINISTRATIVE BUSINESS

3. [Report regarding a resolution approving the purchase of a remote control slope mower in an amount not to exceed \\$95,408 and authorizing the City Manager to execute a purchase agreement between Jesse Mack Company, Inc. and the City of South San Francisco. \(Sharon Ranals, Parks and Recreation Director\)](#)
- 3a. [Resolution approving the purchase of a remote control slope mower in an amount not to exceed \\$95,408 and authorizing the City Manager to execute a purchase agreement between Jesse Mack Company, Inc. and the City of South San Francisco.](#)

4. [Report regarding resolution accepting the financial results for the fiscal year ended June 30, 2018, and approving Budget Amendment 18.034 \(Richard Lee, Director of Finance\)](#)
- 4a. [Resolution accepting the financial results for the fiscal year ended June 30, 2018, and approving Budget Amendment 18.034.](#)
5. [Study session regarding a comprehensive financial review of the City of South San Francisco, including pension costs \(Richard Lee, Director of Finance\)](#)
6. [Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. \(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager\)](#)

#### CONSENT CALENDAR

7. [Motion to approve the Minutes for the meetings of September 12, 2018 and October 24, 2018.](#)
8. [Motion confirming payment registers for November 14, 2018. \(Richard Lee, Director of Finance\)](#)
9. [Report regarding a resolution approving the acceptance of grant funds from the California Urban Forest Council, in partnership with West Coast Arborists, the International Society of Arboriculture and CalFire, in the amount of \\$8,000 and an in-kind donation of up to 200 trees, and amending the Parks and Recreation Department's Fiscal Year 2018-19 Operating Budget pursuant to budget amendment #19.026. \(Sharon Ranals, Parks and Recreation Director\)](#)
- 9a. [Resolution approving the acceptance of grant funds from the California Urban Forest Council, in partnership with West Coast Arborists, the International Society of Arboriculture, and CalFire, in the amount of \\$8,000 and an in-kind donation of up to 200 trees, and amending the Parks and Recreation Department's Fiscal Year 2018-19 Operating Budget pursuant to budget amendment #19.026.](#)
10. [Report regarding a resolution authorizing the acceptance of \\$14,540 in grant funding from the Pacific Library Partnership to support the MakerSpace collection, Unplug: STEM Kits for Infants through Preschool, and approving Budget Amendment 19.028. \(Valerie Sommer, Library Director\)](#)
- 10a. [Resolution authorizing the acceptance of \\$14,540 in grant funding from the Pacific Library Partnership to support the makerspace collection, Unplug: STEM Kits for Infants through Preschool, and approving Budget Amendment 19.028.](#)

11. [Report regarding a resolution approving the filing of an application for Department of Resources Recycling and Recovery funds allocated through the State of California in their Fiscal Year 2018-2019 budget in the amount of \\$16,802 to support beverage container recycling programs in City parks and authorizing the Finance Director to adjust the City's Fiscal Year 2018-2019 revenue budget upon receipt of funds pursuant to budget amendment #19.027. \(Sharon Ranals, Director of Parks and Recreation\)](#)
- 11a. [Resolution approving the filing of an application for Department of Resources Recycling and Recovery funds, allocated through the State of California in their Fiscal Year 2018-2019 budget, in the amount of \\$16,802 to support beverage container recycling programs in City parks and authorizing the Finance Director to adjust the City's Fiscal Year 2018-2019 revenue budget upon receipt of funds pursuant to budget amendment #19.027.](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

CLOSED SESSION

12. [Closed Session:](#)  
[Conference with Real Property Negotiators](#)  
[\(Pursuant to Government Code Section 54956.8\)](#)  
[Properties: 432 Baden Avenue \(APN 012-321-160\)](#)  
[City Negotiators: Deanna Talavera](#)  
[Negotiating Parties: City of South San Francisco and Sierra Investments](#)  
[Under Negotiation: Review of Price and Terms](#)
13. [Closed Session:](#)  
[Conference with Real Property Negotiators](#)  
[\(Pursuant to Government Code 54956.8\)](#)  
[Properties: 201, 207 and 217-219 Grand Avenue and 418 Linden Avenue](#)  
[Agency Negotiators: Alex Greenwood and Julie Barnard](#)  
[Negotiating Parties: City of South San Francisco and City of South San Francisco on Behalf of the South San Francisco Successor Agency, and ROEM Development Corporation](#)  
[Under Negotiation: Price and Terms of payment](#)

ADJOURNMENT



Legislation Details (With Text)

File #: 18-121 Name:
Type: Staff Report Status: Agenda Ready - Administrative Business
File created: 2/8/2018 In control: City Council
On agenda: 11/14/2018 Final action:
Title: Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. (Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)
Sponsors:
Indexes:
Code sections:
Attachments: 1. Attachment 1

Table with 5 columns: Date, Ver., Action By, Action, Result

Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. (Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)

RECOMMENDATION

It is recommended that City Council receive this Quarter 1 Fiscal Year 2018/19 report regarding the Community Civic Campus project.

BACKGROUND/DISCUSSION

This is an information item providing an update on the Community Civic Campus project for Quarter 1 of Fiscal Year 2018/19, July 1, 2018 - September 30, 2018.

During Quarter 1, the Master Architect team (SmithGroup) was issued a notice to proceed with the schematic design phase following selection of the preferred site plan by City Council on August 22, 2018. SmithGroup spent most of this quarter meeting with Library, Parks and Recreation, Police and Fire departments confirming the building and outdoor program assumptions and discussing adjacencies between program spaces to advance schematic design.

The design team is preparing visuals to seek public comments, mid-point on schematic design at the Library Board, Parks/Recreation Commission, and Bike/Ped Committee. The team is also conducting additional due diligence related to identifying the exact location of underground utilities and facilities. At this time, it appears there is some discrepancy between existing documents that identify where the utilities and facilities should be and where they are actually located. The team has prioritized assessing the magnitude of the discrepancy and making necessary design modifications.

Anticipated schematic public meeting in November and December may be rescheduled. The project team will provide updates to City Council and the public when more information is fully assessed.

Additional project team efforts accomplished during this quarter include the following:

- Final communications and discussions with the Building Trades Council for the Project

Labor/Stabilization Agreement (PLA) - the team is preparing to bring the draft final agreement to City Council in December;

- Ongoing communications with Bay Area Rapid Transit (BART) regarding an easement agreement to use BART property;
- Ongoing coordination with adjacent development projects, utility undergrounding efforts on Antoinette, Oak Avenue extension design, and GBI improvements on El Camino Real;
- Monthly website updates and release of the first project quarterly newsletter; and
- Presentation to the Measure W Citizens' Oversight Committee regarding the Fiscal Year 2017/18 Quarter 4 Report.

During the upcoming quarter, the project team is scheduled to complete the PLA and continue with the tasks identified above into the next two quarters. The next presentation to the Citizen's Oversight Committee is scheduled for December 2018.

For Quarter 1, Fiscal Year 2018/19, \$1.65M was expended. The expenses were primarily on design and program management. Attachment 1 is the budget summary and listing of active service agreements.

#### FISCAL IMPACT

This item is information and has no impact on the City budget. The project budget for construction will be formally approved by City Council next year.

#### CONCLUSION

The next quarterly update to City Council will be presented in January 2019.

Attachment: Project Budget Summary and Service Agreements

**Attachment 1**

**Measure W – Community Civic Campus - 2018/2019 Quarter 1 Budget Report**

Prior fiscal year 2017/2018 budget of \$7,920,877 was closed out and reconciled against expenditures in fiscal year 2017/2018. Total expenses in 2017/2018 were \$2,635,917. The total budget for Fiscal Year 2018/2019 is \$13,952,960. This is the aggregate of roll over funds from 2017/18 in the amount of \$5,284,960 and current FY 2018/2019 budget of \$8,668,000. For Quarter 1, 2018/2019 \$1,650,146 was expended. See Table 1 below for more detailed information. Numbers are rounded to the nearest dollar and explains minor discrepancies in totals.

**TABLE 1**

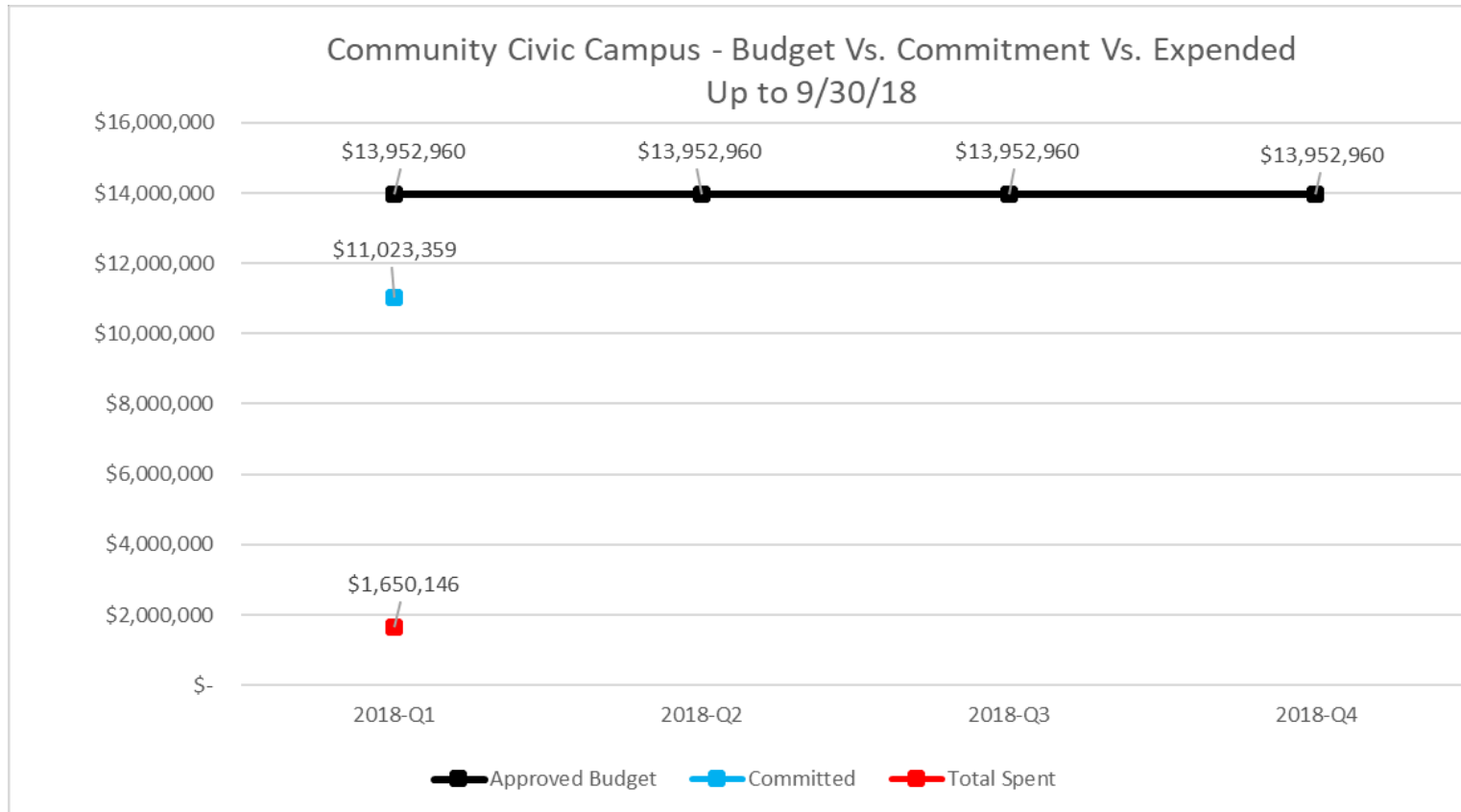
Description	2018/2019 Budget	(A) Committed / Planned	(B) 2018/2019 Q1 Expended	(A-B) Committed minus Expended
<b>FINANCIAL</b>				
BOND MANAGEMENT	81,721	\$ 81,721	\$ -	\$ 81,721
<b>SUBTOTAL</b>	<b>81,721</b>	<b>\$ 81,721</b>	<b>\$ -</b>	<b>\$ 81,721</b>
<b>PRE-DESIGN</b>				
TRAFFIC	\$ -	\$ -	\$ -	\$ -
ENVIRONMENTAL	\$ -	\$ -	\$ -	\$ -
APPRAISALS / OFFERS	*	*	*	*
SITE & BART TUNNEL SURVEY	\$ 80,000	\$ 55,300	\$ 15,000	\$ 40,300
<b>SUBTOTALS</b>	<b>\$ 80,000</b>	<b>\$ 55,300</b>	<b>\$ 15,000</b>	<b>\$ 40,300</b>
<b>DESIGN</b>				
MASTER ARCHITECT	\$ 8,761,720	\$ 8,761,720	\$ 1,486,914	\$ 7,274,806
SPECIALTY CONSULTANTS	\$ 151,800	\$ 151,800	\$ -	\$ 151,800
MISC SERVICES	\$ 2,194,080	\$ -	\$ -	\$ -
<b>SUBTOTALS</b>	<b>\$ 11,107,600</b>	<b>\$ 8,913,520</b>	<b>\$ 1,486,914</b>	<b>\$ 7,426,606</b>
<b>PROGRAM MANAGEMENT</b>				
PROGRAM MANAGEMENT	\$ 1,839,360	\$ 1,839,360	\$ 146,517	\$ 1,692,843
OFFICE SUPPLIES	\$ 5,000	\$ 5,000	\$ 25	\$ 4,975
OUTREACH / FUNDRAISING	\$ 276,000	\$ 110,740	\$ 1,690	\$ 109,050
MISC SERVICES	\$ 563,279	\$ 17,718	\$ -	\$ 17,718
<b>SUBTOTALS</b>	<b>\$ 2,683,639</b>	<b>\$ 1,972,818</b>	<b>\$ 148,232</b>	<b>\$ 1,824,585</b>
	<b>\$ 13,952,960</b>	<b>\$ 11,023,359</b>	<b>\$ 1,650,146</b>	<b>\$ 9,373,213</b>
			<b>Fiscal YTD Spent:</b>	<b>\$ 1,650,146</b>

\*Approved offer of \$7.18M for PUC parcels will be funded from Measure W, Asset Seizure and Infrastructure Reserve.



Figure 1 provides a visual of the summary information in Table 1 – funding committed to work tasks and expended amounts to date relative to the budget approved for FY 18-19. The committed and expended are below the approved budget. This graph (over time) will show at-a-glance the pace of spending and confirm commitments remaining within the approved budget.

**FIGURE 1**



There are several consultant contracts in place to support the project work. Table 2 provides a list of the contractors that have and are providing a range of specialty services for this project. Highlighted in blue are active contracts. \*

**TABLE 2**

<b>Firm / Consultant</b>	<b>Service Type</b>	<b>Amount Approved</b>
Public Financial Management	Financial (Bond Consultant)	\$81,724
Kimley Horn	Traffic (supports CEQA)	\$69,582
Michael Baker	CEQA	\$124,738
Kitchell CEM	Program Management	\$1,839,360
Ninyo & Moore	Phase II Environmental and Geotechnical Services	\$126,650
BKF	Site/Boundary Survey including BART Tunnel Survey	\$110,950
Land Economics Consultants LLC	Economic Study (supports SmithGroup)	\$58,200
SmithGroup	Master Architect	\$8,761,720
Partnership Resources Group	Financial (Fundraising)	\$76,000
The Collective Potential	Program Management (Consultant)	\$20,825
Telecommunications Engineering Services (TEA)	City IT Systems Expert (Consultant)	\$150,000

\*Amounts shown reflect fiscal year budget approval