

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, April 24, 2019

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.

KARYL MATSUMOTO, Mayor
RICHARD A. GARBARINO, Vice Mayor
MARK ADDIEGO, Councilman
MARK NAGALES, Councilman
BUENAFLORE NICOLAS, Councilwoman
FRANK RISSO, City Treasurer
ROSA GOVEA ACOSTA, 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 on South San Francisco Safety Statistics \(Jeff Azzopardi, Police Chief\)](#)
2. [Presentation of certificates to Corporal Amy Sariotti and Officer Tony Pappas of the South San Francisco Police Department as well as Captain Jesse Lange of the South San Francisco Fire Department for being recognized by the Peninsula Council of Lions for their outstanding service to the community. \(Karyl Matsumoto, Mayor\)](#)
3. [Presentation of a proclamation to Barbara Jean Baxter, who was recognized as “2018 Person of the Year” by the South San Francisco Italian American Citizens Club. \(Karyl Matsumoto, Mayor\)](#)
4. [Presentation recognizing the City of South San Francisco’s award by the San Mateo County Board of Supervisors for receiving the 2018-2019 Out of School Science, Technology, Engineering and Math \(STEM\) Program Grant in the amount of \\$23,235. \(Sharon Ranals, Parks and Recreation Director\)](#)

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

CONSENT CALENDAR

5. [Motion to approve the Minutes from the meetings of March 13, 2019 and March 20, 2019.](#)
6. [Motion confirming payment registers for April 24, 2019. \(Christina Crosby, Interim Director of Finance\)](#)
7. [Report regarding a resolution authorizing the acceptance of \\$1,000 in grant funding from the California State Library to support Día de los niños/Día de los libros programs at Main and Grand Avenue Branch Libraries and approving Budget Amendment 19.051. \(Valerie Sommer, Library Director\)](#)
- 7a. [Resolution authorizing the acceptance of \\$1,000 in grant funding from the California State Library to support Día de los niños/Día de los libros programs at Main and Grand Avenue Branch Libraries and approving Budget Amendment 19.051. \(Valerie Sommer, Library Director\)](#)
8. [Report regarding a resolution authorizing the acceptance of \\$4,000 in grant funding from the California Library Association to support pop-up library programming at two South San Francisco summer meals sites and approving Budget Amendment 19.052. \(Valerie Sommer, Library Director\)](#)
- 8a. [Resolution authorizing the acceptance of \\$4,000 in grant funding from the California Library Association to support pop-up library programming at two South San Francisco summer meals sites and approving Budget Amendment 19.052. \(Valerie Sommer, Library Director\)](#)
9. [Report regarding a resolution approving and authorizing the City Manager to enter into a lease agreement between the City of South San Francisco and the State of California Department of Transportation for public use and park improvements of Clay Avenue Park. \(Sharon Ranals, Director of Parks and Recreation\)](#)
- 9a. [Resolution approving and authorizing the City Manager to enter into a lease agreement between the City of South San Francisco and the State of California Department of Transportation for public use and park improvements of Clay Avenue Park.](#)
10. [Report regarding a resolution approving Amendment No. 5 to the Employment Agreement between Michael Futrell and the City of South San Francisco. \(Jason Rosenberg, City Attorney\)](#)
- 10a. [Resolution approving Amendment No. 5 to the Employment Agreement between Michael Futrell and the City of South San Francisco.](#)

11. [Report regarding adoption of an Ordinance amending South San Francisco Municipal Code Chapter 20.110 \(“Employment Districts”\) and the South San Francisco Zoning Map to rezone eight parcels on an 18.2-acre site from Business Commercial \(BC\) and Mixed Industrial \(MI\) to Business Technology Park \(BTP\) to allow the construction of a two-story 25,000 gross sq. ft. building \(400-450 East Jamie Court\), a five-story 311,368 gross sq. ft. office/ R&D building and a five-level parking garage \(201 Haskins Way\). \(Ryan Wassum, Associate Planner\)](#)
- 11a. [Ordinance amending South San Francisco Municipal Code Chapter 20.110 \(“Employment Districts”\) and the South San Francisco Zoning Map to rezone eight parcels on an 18.2-acre site from Business Commercial \(BC\) and Mixed Industrial \(MI\) to Business Technology Park \(BTP\) to further consistency with the General Plan.](#)

PUBLIC HEARING

12. [Report regarding a Public Hearing on the City of South San Francisco’s Fiscal Year 2019-2020 \(FY 19-20\) One Year Action Plan for the Community Development Block Grant \(CDBG\) Program and a Resolution approving the FY 19-20 One Year Action Plan \(Action Plan\), authorizing submittal of the Action Plan and other required documents to the U.S. Department of Housing and Urban Development \(HUD\), authorizing a budget transfer to incorporate the CDBG and HOME Administrative Funds into the FY 19-20 Operating Budget, and authorizing the City Manager to execute all documents and certifications necessary to secure and award CDBG and HOME Administrative Funds for the City. \(Kris Romasanta, Community Development Coordinator\)](#)
- 12a. [Resolution approving the City of South San Francisco’s Fiscal Year 2019-2020 One Year Action Plan \(Action Plan\); authorizing submittal of the Action Plan and all other required documents to the U.S. Department Of Housing and Urban Development \(HUD\); authorizing a budget transfer to incorporate the CDBG and HOME administrative funds into the 2019-2020 operating budget; and authorizing the City Manager to execute all documents and certifications necessary to secure and award CDBG and HOME administrative funds for the City](#)

LEGISLATIVE BUSINESS

13. [A report regarding an ordinance amending Title 2 of the South San Francisco Municipal Code to establish the Bicycle and Pedestrian Advisory Committee by ordinance. \(Jason Rosenberg, City Attorney\)](#)
- 13a. [Ordinance amending Title 2 of the South San Francisco Municipal Code to establish the Bicycle and Pedestrian Advisory Committee.](#)

14. [Report regarding an Ordinance adding Chapter 14.06 to the South San Francisco Municipal Code to manage polychlorinated biphenyls \(PCBs\) during building demolition projects. \(Andrew Wemmer, Environmental Compliance Supervisor\)](#)
- 14a. [Ordinance adding Chapter 14.06 to the South San Francisco Municipal Code to manage polychlorinated biphenyls \(PCBs\) during building demolition projects.](#)

ADMINISTRATIVE BUSINESS

15. [Report regarding a resolution adopting the proposed list of projects to be funded by SB 1 - Road Repair and Accountability Act funds for Fiscal Year \(FY\) 2019-20, in accordance with Streets and Highways Code Section 2034. \(Bianca Liu, Associate Engineer\)](#)
- 15a. [Resolution adopting the proposed list of projects to be funded by SB1 - Road Repair and Accountability Act funds for fiscal year 2019-20, in accordance with Streets and Highways Code Section 2034.](#)
16. [Report regarding the Community Civic Campus quarterly update for Quarter 3 Fiscal Year 2018/2019. \(Marian Lee, Assistant City Manager\)](#)
17. [Report regarding acceptance of the 2018 Housing Element Annual Progress Report. \(Tony Rozzi, Principal Planner\)](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

18. [Discussion and Consideration of San Mateo County City Selection Committee vacancies](#)

ADJOURNMENT



Legislation Details (With Text)

File #: 18-1104 Name:
Type: Staff Report Status: Agenda Ready - Administrative Business
File created: 12/6/2018 In control: City Council
On agenda: 4/24/2019 Final action:
Title: Report regarding the Community Civic Campus quarterly update for Quarter 3 Fiscal Year 2018/2019. (Marian Lee, Assistant City Manager)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Attachment 1_Q3 FY18_19

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

Report regarding the Community Civic Campus quarterly update for Quarter 3 Fiscal Year 2018/2019. (Marian Lee, Assistant City Manager)

RECOMMENDATION

It is recommended that City Council receive the Community Civic Campus quarterly update for Quarter 3 Fiscal Year 2018/2019.

BACKGROUND/DISCUSSION

This is an information item providing an update on the Community Civic Campus project for Quarter 3 of Fiscal Year 2018/2019, January 1 - March 31, 2019.

Design Update

During Quarter 3, the Master Architect team continued working on project design. The design is now being managed in 3 phases to reflect the construction phasing of the project. Phase I construction will be the police station anticipated to break ground in January 2020, Phase II construction will be the main campus that includes the Library and Parks & Recreation building, Community Theatre/City Council building and the park, and Phase III which will be the Fire station to be built in the future, likely coordinated with development at the Municipal Services Building site.

Phase I: Police Facility (Construction Target January 2020)

Design Development is 50% complete. The plans are with the Planning Department which is being circulated for internal staff review, as well as review by the Design Review Board and Planning Commission. The Police facility contractor prequalification documents have been drafted. The prequalification package will be released in early May and concluded in July 2019. The construction bid package would follow with issuance to the shortlisted general contractors.

Phase II: Main Campus - Library and Parks & Recreation, Community Theater/City Council Chambers, and Park (Construction Target Summer/Fall 2020)

The design team is close to completing 100% Schematic Design. The focused has been fine tuning the building interior programming and developing the exterior architecture of the buildings and landscaping the park. The team is working towards May meetings with the Parks and Recreation Commission, Library Board of Trustees, Design Review Board and Planning Commission as the venues for obtaining input not only from the Board members and Commissioners but also the public. These meetings will be the public venues to receive input from our residents on the building architecture and landscaping. Specific dates and times will be announced and staff will send out meeting information to the public.

Phase III - Fire Facility

Schematic Design is near 100% complete. Design will be progressing to the next phase of design (Design Development) in May. Staff recommends completing Design Development by summer and concluding the design effort at that point. Originally, we had anticipated also completing Construction Design, however, given the unknown timing of construction for this phase of the project, it would not be prudent to proceed beyond Design Development. Design Development will clearly document the needs of the Fire department without producing construction drawings that would most likely need to change due to evolving building code requirements as well as potential siting adjustments associated with likely developer involvement at the site.

Bonding Update

The total project cost (design and construction only is \$210 million). Break down of the funding sources are:

- Measure W Cash \$71.4 million
(Revenue from inception of tax through project completion available for the project.)
- 2019 Bond Proceeds \$115.0 million
(Bonds will be issued for \$149 million; \$115 million for project construction; remaining for capitalized interest, insurance & surety premium, underwriter's discount, and costs of issuance.)
- Other Local Sources \$23.6 million
(Public safety impact fee, infrastructure reserves, donations, grants and other TBD.)

In addition to the \$210 million project cost, the City will be making interest payments totaling \$132 million. The interest payments as well as principal payments will be made with the Measure W revenues collected annually.

Last year, a funding gap of \$16 million was identified. Staff is continuing to work on addressing the funding gap through evaluating the city's budget as well as fundraising and grants.

All estimates are preliminary numbers. Staff continues to evaluate Measure W projections and the funding plan will require ongoing updates leading up to Bond issuance.

Key steps in the financing process include the selection of the financing team, drafting of legal and disclosure

documents, City Council approval and obtaining credit ratings. Requests for proposals for underwriters and disclosure/bond counsel have been released. The proposals are due April 22, 2019. Staff will be seeking City Council approval for these agreements next month.

Other

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

- Ongoing communications with BART regarding an easement agreement to use BART property;
- Ongoing communications with PG&E and SFPUC permits;
- 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;
- Project newsletter issued;
- Project banner with contact information designed and installed; and
- Presentation to the Measure W Citizens' Oversight Committee, February 6, 2019.

For the next quarter, the team plans to achieve the following goals:

- Complete the Design Development Phase for the Police and start the pre-qualifications process for general contractor;
- Complete Schematic Design for the Main Campus and Fire Station;
- Continue obtaining necessary permits for project construction; and
- Pursue Third Party arrangement for installation of solar panels for the Police parking.

Budget Update

For Quarter 3, 2018/2019, \$1,318,522 was expended for a total Fiscal Year-to-Date of \$3,731,942. Attachment 1 table contains information that is more detailed. Numbers were rounded to the nearest dollar and explains minor discrepancies in totals.

STRATEGIC PLAN

This effort meets Strategic Plan Priority #2 Quality of Life and #3, Public Safety. Specifically, this project advances construction of a new Library and Parks and Recreation facility as part of the Community Civic Campus. It also advances construction of new police operations center and design for a new Fire Station.

FISCAL IMPACT

This item is informational and has no impact on the City budget. The project budget for construction will be formally approved by City Council through the regular budget approval process.

CONCLUSION

Staff is targeting presenting to City Council June 2019 for design approval. The next quarterly update to City Council will be presented in July 2019.

Attachment: Budget Report and Contracts

Attachment 1

Measure W – Community Civic Campus - 2018/2019 Quarter 3 Budget Report

Total project expenditures from FY 2015/16 through Q3 FY 2018/19 are \$14,143,447 and include the purchase of the PUC parcels. The budget for Fiscal Year 2018/2019 is \$13,952,960 and is comprised of prior FY 2017/2018 roll over funds of \$5,284,960 and FY 2018/19 budget allocation of \$8,668,000. For Quarter 3, 2018/2019 \$1,319,552 was expended for a total Fiscal Year-to-Date of \$3,732,972. See Table 1 below for more detailed information. Numbers are rounded to the nearest dollar and explain minor discrepancies in totals.

TABLE 1

Description	2018/19 Budget	2018/19 Committed / Planned (A)	2018/19 Q1 Expended (B)	2018/19 Q2 Expended (C)	2018/19 Q3 Expended (D)	FY Subtotal Expended (F)	Committed minus Expended (A - F)
FINANCIAL							
BOND MANAGEMENT	81,721	\$ 81,721	\$ -	\$ -	\$ -	\$ -	\$ 81,721
SUBTOTAL:	81,721	\$ 81,721	\$ -	\$ -	\$ -	\$ -	\$ 81,721
PRE-DESIGN							
TRAFFIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENVIRONMENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
APPRAISALS / OFFERS*	*	*	*	*	*	\$ -	*
SITE & BART TUNNEL SURVEY	\$ 103,300	\$ 103,300	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 88,300
SUBTOTAL:	\$ 103,300	\$ 103,300	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 88,300
DESIGN							
MASTER ARCHITECT	\$ 8,761,720	\$ 8,761,720	\$ 1,486,914	\$ 695,055	\$ 1,154,454	\$ 3,336,422	\$ 5,425,298
SPECIALTY CONSULTANTS	\$ 151,800	\$ 151,800	\$ -	\$ -	\$ 1,030	\$ 1,030	\$ 150,770
MISC. SERVICES	\$ 2,170,780	\$ 1,970,780	\$ -	\$ -	\$ -	\$ -	\$ 1,970,780
SUBTOTAL:	\$ 11,084,300	\$ 10,884,300	\$ 1,486,914	\$ 695,055	\$ 1,155,484	\$ 3,337,453	\$ 7,546,847
PROGRAM MANAGEMENT							
PROGRAM MANAGEMENT	\$ 1,839,360	\$ 1,839,360	\$ 146,517	\$ 60,769	\$ 150,945	\$ 358,231	\$ 1,481,129
OFFICE SUPPLIES	\$ 5,000	\$ 5,000	\$ 25	\$ -	\$ -	\$ 25	\$ 4,975
OUTREACH / FUNDRAISING	\$ 276,000	\$ 276,000	\$ 1,690	\$ 7,450	\$ 13,123	\$ 22,263	\$ 253,737
MISC. SERVICES	\$ 563,279	\$ 537,774	\$ -	\$ -	\$ -	\$ -	\$ 537,774
SUBTOTAL:	\$ 2,683,639	\$ 2,658,134	\$ 148,232	\$ 68,219	\$ 164,068	\$ 380,519	\$ 2,277,615
TOTALS:	\$ 13,952,960	\$ 13,727,455	\$ 1,650,146	\$ 763,274	\$ 1,319,552	\$ 3,732,972	\$ 9,994,483

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

Firm / Consultant	Service Type	Amount Approved
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 Coordination Survey	\$153,950
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