



MINUTES

REGULAR MEETING

CITY COUNCIL CITY OF SOUTH SAN FRANCISCO

WEDNESDAY, MAY 13, 2020
7:00 p.m.

Teleconference via GoToMeeting

City Council conducted this meeting in accordance with California Governor Newsom's Executive Orders N-25-20 and N-29-20 and COVID-19 pandemic protocols.

CALL TO ORDER

Mayor Garbarino called the meeting to order at 7:00 p.m.

ROLL CALL

City Clerk Govea Acosta called the roll. Everyone listed in roll call participated virtually. The meeting was broadcast live on Astound-Channel 26, and Comcast-Channel 27 and streamed online.

Participating Remotely: Councilmembers Matsumoto, Nagales, and Nicolas, Vice Mayor Addiego, and Mayor Garbarino.

AGENDA REVIEW

No changes.

ANNOUNCEMENTS FROM STAFF

City Manager Futrell provided an overview of the modifications made to the shelter-in-place by the Health Officer of the County of San Mateo, including resuming construction on all projects. He encouraged the community to practice social distancing and support local restaurants as they are available for takeout.

Communications Director Arroyo invited the community to join the Business Town Hall meeting on May 20, 2020, at 10:00 a.m.; the Virtual Town Hall on Thursday, May 21, 2020, at 6:00 p.m.; and the South City Emergency Relief "Drive-Through" Food Distribution Event on Friday, May 22, 2020, at Mills Montessori School. Additional information is available on the city's website at www.ssf.net.

Economic and Community Development Director Greenwood provided an update on the SSF Small Business Loan Program and an overview of department services for residents and business owners. He invited the business community to join the Business Town Hall event on Wednesday, May 20, 2020. Additional information is available on the city's website at www.ssf.net/Business Recovery Resources.

PRESENTATIONS

1. Recitation of a proclamation recognizing National Public Works Week, May 17-23, 2020, in South San Francisco. (*Eunejune Kim, Director of Public Works/City Engineer*)

Vice Mayor Addiego read into the record a proclamation recognizing National Public Works Week in South San Francisco. Public Works Director Kim accepted the proclamation and thanked the Council for their recognition and support.

2. Recitation of a Proclamation Condemning Discrimination Against Asian-Americans and Asian Immigrants Caused by COVID-19 Outbreak (Richard Garbarino, Mayor)

Councilmember Nicolas read into the record a proclamation condemning discrimination against Asian-Americans and Asian Immigrants. Vice Mayor Addiego requested a letter be prepared for the Mayor's signature and sent to President Donald Trump.

3. Recitation of a proclamation recognizing May as Mental Health Awareness Month in South San Francisco (Richard Garbarino, Mayor)

Councilmember Nagales read into the record a proclamation recognizing May as Mental Health Awareness month.

4. Recitation of a proclamation to recognize Asian Pacific American Heritage Month in South San Francisco. (*Richard Garbarino, Mayor*)

Mayor Garbarino read into the record a proclamation recognizing Asian Pacific American Heritage Month.

Mayor Garbarino invited the community to attend an event Honoring First Responders on May 14, 2020, from 6:45 a.m. to 7:15 a.m., at Kaiser Permanente Hospital in South San Francisco.

REMOTE PUBLIC COMMENTS

Members of the public wishing to participate were encouraged to submit public comments in writing in advance of the meeting to all-cc@ssf.net 6:00 p.m. on Wednesday, April 13, 2020.

The City Clerk read into the record the following public comment received via voicemail from a member of the public:

- On behalf of her husband, a participant at the Magnolia Senior Center, Kris Parish thanked the center's staff for their excellent services and food donations.

COUNCIL COMMENTS/REQUESTS

Councilmember Nagales thanked the staff and the volunteers that participated in the SSF Drive-Through Food Distribution event. He shared information about San Mateo County's food program, "Great Plates Delivered," for adults 65 and older, as well as adults 60-64 who are COVID-19 positive or have been exposed to COVID-19 or have an underlying condition that puts them at high risk for the disease. For more information, call 1-800-675-8437. He provided an overview of the

Housing Our People Effectively (HOPE) Committee and the County's efforts to house homeless individuals during the COVID-19 pandemic. He requested that the city consider participating in the Silicon Valley Bicycle Coalition Safe Street Program in collaboration with the City's Bicycle Pedestrian Advisory Committee to find five streets that offer open space for pedestrians and bicyclists.

Councilmember Nicolas thanked staff, HOPE Ministries, and Second Harvest of Silicon Valley for making the drive-thru food distribution event possible to feed families in the community. She requested to adjourn the meeting in memory of Elsie Pollastrini, Mary Teakle, and Maria Teresa Grande.

Vice Mayor Addiego congratulated Michael Wendler, a former resident of South San Francisco, for his recent appointment as Superior Court Judge with the San Mateo County Superior Court. At the request of Dr. Bobby Vaughn, a professor at Notre Dame de Namur University and former South San Francisco resident, Vice Mayor Addiego requested that Council consider sending a Letter of Support to the Board of Trustees for the continuance of the university.

Vice Mayor Addiego recognized the passing of a long time community member Edna Margaret Folsom de Larios and acknowledged her contributions to the community including her years as a former teacher, counselor, drama coach, dean of girls, and assistant principal at South San Francisco High School and for being the first principal of Westborough Junior High School. Mrs. De Larios was involved with the Buri Buri Women's Club, the South San Francisco Historical Society, and South San Francisco Library Board. Mrs. De Larios was a founding member and past president of Soroptimists International of Northern San Mateo County and past president of the South San Francisco Women's Club. At the request of Mayor Garbarino, tonight's meeting will adjourn in her memory.

Mayor Garbarino visited Aegis Living center and presented a certificate of recognition, to Rhoda Marie Kay in recognition of her 100th birthday celebration. He informed the community of the opportunity for computer access at the South San Francisco Community Learning Center, by appointment only, to file for unemployment benefits, and search for jobs. Call for an appointment (650) 877-8540 or email jobslab@ssf.net. Mayor Garbarino will be joining the Silicon Valley's Mayors' Circle, comprised of members from San Jose to South San Francisco, to discuss how cities will recuperate from the COVID-19 pandemic. He acknowledged his colleagues for their professionalism in their role as public servants. He requested to adjourn the meeting in memory of Beatrice Torres.

Councilmember Matsumoto provided an update on the public transportation ridership numbers and indicated that there had been a 75% decrease due to the COVID-19 pandemic. At the request of the San Mateo County Board of Supervisors, she and Councilmember Nicolas will be participating in the County's Census Steering Committee. She requested that the Council receive an update on COVID-19 cases by zip code. The Homeless Outreach Team (HOT) will report on the status of homelessness in an upcoming meeting.

City Manager Futrell will provide the COVID-19 cases by zip code report and homelessness in a Thursday memo to the Council.

CONSENT CALENDAR

The City Clerk duly read the Consent Calendar, after which Council voted and engaged in a discussion of the following specific items: Items # 8, #12, and #13 pulled for further discussion.

Item No. 8: Councilmember Matsumoto requested clarification on the proposed contract amount and the proposal received. City Manager Futrell indicated that the Squire Patton Boggs contract provides for reimbursement of out-of-pocket expenses, which is the difference between the actual fee and the award amount. Assistant to the City Manager Fernandez provided clarification on the contract amount and indicated that the renewal of the contract exceeds the City Manager's signing authority. Council requested a quarterly summary of grants obtained, award amount and a list of projects in progress.

Item No. 12: Councilmember Matsumoto requested clarification on the proposed budget amount of \$60,000 and the budget amendment of \$30,000. Assistant to the City Manager Fernandez explained that due to an administrative error, the purchase order renewed in the calendar year and not the fiscal year; therefore, the amounts appear to be higher and inconsistent. Moving forward, the contract will be a fiscal year renewal. She expressed her concern with proposals for competing cities and inquired about a possible conflict of interest disclosure.

Assistant to the City Manager Fernandez thanked Townsend Public Affairs for securing a CPUC Broadband Access grant. City Manager Futrell indicated that he would follow-up with Townsend Public Affairs to create a better process and set up a procedure to notify the City if working with competing cities on competing grants. Townsend Public Affairs Senior Associate, Alex Gibbs, provided an overview of the firm's policy to address conflicts of interest, ensuring transparency with adequate staffing per agency.

Item No. 13: Vice Mayor Addiego requested staff to discuss a more equitable share in the cost of maintenance cost agreement with Fairfield Residential. Economic and Community Development Greenwood provided an overview of the entitlement process, and the proposed monthly amount ensures equity in the plaza's maintenance. City Attorney Woodruff indicated that the wording in the resolution allows staff to negotiate additional maintenance obligations without returning to the Council for approval.

Trevor Boucher, with Fairfield Residential, addressed the Council to provide an overview of previous negotiations and discussions with an agreement to maintain the hardscape adjacent to their property. Mr. Boucher expressed the urgency to receive final map approval for recordation before a building permit was issued. City Manager Futrell will meet with Fairfield Residential to discuss further.

5. Motion to approve the Minutes for the meetings of February 28, 2020 and March 11, 2020.
6. Report regarding Resolution No. 52-2020 approving the Third Amendment to the Disposition and Development Agreement with Hisense REUS, LLC for the development of the properties located at 200 Linden and 212-216 Baden Avenue and authorizing the City Manager to execute the amendment. (*Julie Barnard, Economic Development Coordinator*)
7. Staff report regarding the adoption of Resolution No. 53-2020 approving the California Governor's Office of Emergency Services Form 130 in order to pursue state financial assistance. (*Christina Fernandez, Assistant to the City Manager and Heather Enders, Management Analyst II*)

8. Report regarding Resolution No. 54-2020 approving and authorizing the City Manager to execute a Letter of Engagement with Squire Patton Boggs to extend an existing contract for national advocacy and policy services, for a term through June 2021 and for an amount not to exceed \$90,000. (*Christina Fernandez, Assistant to the City Manager*)
9. Report regarding Resolution No. 55-2020 approving and authorizing the City Manager to enter into a Lease Agreement with the California Department of Transportation to allow for the subsurface installation of tie back supports adjacent to State Route 82 (El Camino Real) as part of the construction of the Civic Campus project. (*Jacob Gilchrist, Director of Capital Projects*)
10. Report regarding Resolution No. 56-2020 approving the proposed Grant of Easement to California Water Service Company on the City of South San Francisco property to become the future Oyster Point Boulevard and Marina Boulevard Public Right-of-Way and authorizing the City Manager to execute said Grant of Easement. (*Matthew Ruble, Principal Engineer*)
11. Report regarding Resolution No. 57-2020 amending and updating the City of South San Francisco's Local Health Emergency Declaration related to the Novel Coronavirus 2019 (COVID-19). (*Christina Fernandez, Assistant to the City Manager*)
12. Report regarding Resolution No. 58-2020 approving and authorizing the City Manager to execute a First Amendment to the Consulting Services Agreement with Townsend Public Affairs extending the contract through June 30, 2021 for an additional 60,000, and approving budget amendment 20.042 in the amount of \$30,000. (*Christina Fernandez, Assistant to the City Manager*)
13. Report regarding Resolution No. 59-2020 approving the final map for 200 Airport Boulevard, authorizing the City Manager to execute an Improvement Agreement and an Encroachment and Maintenance Agreement, and authorizing the recordation of the final map, the agreements, and all related documents. (*Jason Hallare, Senior Engineer*)

Motion—Vice Mayor Addiego/Second—Councilmember Nagales: to approve Consent Calendar items 5-13, by roll call vote: AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None.

PUBLIC HEARING

14. Report regarding proposed amendments to Title 20 of the South San Francisco Municipal Code to modify regulations pertaining to Accessory Dwelling Units, and determination that the proposed amendments are statutorily exempt from the California Environmental Quality Act (CEQA). (*Gaspare Annibale, Associate Planner & Stephanie Skangos, Associate Planner*)

Public Hearing opened: 8:23 p.m.

Associate Planner Stephanie Skangos presented the report and indicated that on January 1, 2020, several bills signed into law that changed regulations on Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). The three laws that have the most impact on ADU development are Assembly Bill (AB 881), Senate Bill 13 (SB 13), and Assembly Bill 68 (AB 68). The new laws touch on multiple aspects of the local regulation of ADUs and JADUs, and they require the City to modify its current zoning regulations, found in section 20.350.035 of the Zoning

Ordinance. Local ordinances that do not conform to the State laws are null and void. The City's current ordinance contains provisions that are not consistent with the new laws' mandatory elements. Therefore, the City's ordinance needs to be amended for the City to enforce its local regulations.

The South San Francisco Municipal Code (SSFMC) regulates accessory dwelling units and junior accessory dwelling units in Section 20.350.035. An ADU is an attached, detached, or converted residential unit that provides complete independent living facilities for one or more persons located on a lot with an existing or proposed single or multi-unit dwelling; a JADU is a residential unit that is no more than 500 square feet in size and contained entirely within a single-unit dwelling. Section 20.350.035 regulates the development of these secondary dwelling units concerning location, development standards, parking requirements, and deed restrictions. She provided an overview of previous regulations.

AB 68 and 881 - which went into effect on January 1, 2020, and that set forth new laws governing ADUs and JADUs. In response to the State legislation, changes to SSFMC Section 20.350.035 are required in order to bring the Municipal Code into compliance with new State ADU and JADU legislation. For all types of ADUs (Detached, Attached, or Within an Existing Structure), and JADUs, the review period is 60 days from the date of deeming an application for an ADU/JADU as complete. For all types of ADUs, an eligible site includes a lot that allows single and/or multi-family housing. A JADU permitted on a lot that allows single-family housing. The maximum lot coverage requirement for all types of ADUs is the requirement of the zoning district. However, 800 sq. ft. shall be permitted even if the ADU exceeds lot coverage requirements, this does not apply to JADUs.

Access is required for all types of ADUs and JADUs; however, for JADUs interior entry to the primary dwelling unit is required if separate sanitation facilities are not provided for the JADU. Replacement parking is not required when an ADU or JADU replaces required parking for the primary residence. The parking requirement for all types of ADUs, excluding JADUs, is one space per ADU or per bedroom, whichever is less. This may be provided as tandem parking on a driveway. However, ADU parking is waived if within $\frac{1}{2}$ mile walking distance from transit; within a historic district, on-street parking permit is required and not offered to the ADU; or located within one block from a car share. Replacement parking is not needed when an ADU or JADU replaces required parking for the primary residence.

Owner occupancy requirements are not permitted from 2020-2025 for ADUs; however, for a JADU, the owner must occupy the primary residence or JADU. ADUs are exempt from utility connection fees and capacity charges unless they are constructed with a new single-family home, or if the homeowner requests to install a separate connection for the ADU. Impact fees cannot be charged for ADUs less than 750 sq. ft. Any impact fees charged for an ADU of 750 sq. ft. or more can be charged proportionately in relation to the square footage of the primary dwelling unit.

The Planning Commission reviewed the proposed Zoning Text Amendments on accessory dwelling unit regulations on April 16, 2020, Planning Commission Hearing, and recommended approval to the City Council. The proposed Zoning Text Amendments will not have a direct fiscal impact on the City. However, as discussed above, the new State laws prohibit cities from collecting utility connection fees and capacity charges unless the ADU is constructed with a newly built primary dwelling, and they also significantly restrict the cases where cities can charge impact fees, for new

ADUs and JADUs. As a result, there may be indirect fiscal impacts in the future, although these impacts would be challenging to quantify.

Public Hearing closed: 8:43 p.m.

Councilmember Nagales expressed his concern with the city's limited power to block the proposed changes to ADU and JADU's, including height restrictions and parking. Associate Planner Skangos indicated that the city has minimal authority. If properties meet the recommended criteria, then the city must allow the property owner to build, but projects must still comply with zoning requirements. City Attorney Woodruff provided an overview of the proposed changes and indicated that the state had taken the City's authority due to the housing shortage.

Mayor Garbarino indicated that the use of public transit has not reduced the number of cars on the road and expressed his concern with the city's loss of local control, but supports the need to address the housing shortage.

Councilmember Matsumoto inquired about Planning Commission Tzang vote recusal during the Planning Commission meeting. City Attorney Woodruff indicated that Commissioner Tzang is an architect with a significant number of clients in South San Francisco and recused himself due to his conflict of interest.

Vice Mayor Addiego requested clarification on parking requirements. Associate Planner Skangos provided an overview of the parking requirements.

14a. Ordinance amending Title 20 (Zoning) of the South San Francisco Municipal Code pertaining to accessory dwelling units and determination that the proposed amendments are statutorily exempt from the California Environmental Quality Act (CEQA).

Motion – Councilmember Nagales/Second – Councilmember Nicolas: To Introduce and conduct the first reading of an ordinance amending Title 20 of the South San Francisco Municipal Code to modify regulations pertaining to Accessory Dwelling Units, by roll call vote: AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None.

ADMINISTRATIVE BUSINESS

15. Report regarding the status of San Mateo County Health Officer Shelter in Place Orders related to COVID-19, the modified delivery of City government services and operation of programs and facilities, and departmental plans for the phased restoration of operations as restrictions are eased by the County Health Officer. (*Sharon Ranals, Assistant City Manager / Parks and Recreation Director*)

Assistant City Manager Ranals provided an update on the status of the San Mateo County Health Officer Shelter in Place Orders related to COVID-19 that modified delivery of City government services and operation of programs and facilities.

San Mateo County issued a series of Health Officer Orders in response to the COVID-19 pandemic. Before issuing a Shelter in Place (SIP) Order, initially effective from March 16 to April 7, orders issued to ban visitors from skilled nursing facilities, to ban mass gatherings, and to modify school operations. After the SIP Order announcement, additional orders were issued, which included

modifications related to the reporting of test results; extension of the SIP through May 3; home quarantine and home isolation instructions; further revisions to school operations; expansion of screening and monitoring for residential care facilities; face coverings requirement for members of the public and workers; large construction project safety protocol; small construction project safety protocol; specific social distancing protocols for businesses allowed to operate under the SIP Order; and most recently, an order issued on April 29 which slightly relaxes the SIP Order of March 31, 2020, and extends it to May 31, 2020.

The revised order presents a very fluid and complex set of conditions, which are constantly subject to change. In the face of this historic pandemic, cities remain committed to public service and communicating and informing residents about County Health Orders and enforcing them where necessary; continuing to deliver essential services, and responding to existing community needs as well as responding to new issues which have emerged as a result of the crisis. At the same time, city operations are necessarily subject to the same operational restrictions as the entire county, and services were modified as required.

At the outset of the SIP order, all city departments evaluated their administrative, functional, and field operations within the parameters established by San Mateo County Health, and established a departmental Continuity of Operation Plan (COOP) to be able to continue to provide services as fully and seamlessly as possible, while still adhering to the orders, and protecting the public as well as employees from possible infection.

The COOP was not a one-size-fits-all exercise, as the nature of the work, urgency, and strategy to reduce exposure and still deliver public services varied dramatically for functions in Fire/Paramedics, Police/Dispatch, Public Works/Water Quality Control/Code Enforcement, Parks/Recreation and Facility Maintenance, Economic and Community Development/Building Inspections, Library, Information Technology, City Clerk, Finance, Human Resources, and City Attorney. While each department has distinct operational missions, there is also the need to apply consistent employee policies and protections for similar functions, such as office workers and field staff. To address this unprecedented situation, the Human Resources Department needed to create new Administrative Instructions related to establishing a telecommuting policy, which previously the city did not have, and drafted revisions to the city's sick leave and family medical leave policies.

The city began operating under the SIP Order with modified operations on Tuesday, March 17, 2020. In general, all non-essential and administrative staff who were able to work from home were directed to do so. city buildings and counters were closed to the public, with only skeleton staffing on-site. Field staff in Parks, Facilities, and Public Works were reduced to 20% - 50% levels, performing only essential duties in staggered shifts. Police and Fire Departments continued their standard public safety operations, with certain modifications to reduce the exposure of the public and employees such as temporarily closing public counters, and suspended or reduced non-essential programs and operations. Library and Recreation public programs and facilities were temporarily cancelled or closed as required by the SIP, with alternative virtual and some limited services gradually implemented.

The city is closely monitoring the situation, attempting to be as responsive and nimble as possible in adapting to updated orders. Departments have developed tentative plans for how to restore services utilizing a four-phase model, in parallel with the State and County models. The following general definitions were utilized in developing ROOP plans: Phase 1: current restrictions under the SIP Order; Phase 2: some relaxation, but restrictions remain moderate; Phase 3: further relaxation,

restrictions are light; Phase 4: restrictions are lifted and society returns to pre-COVID-19 conditions.

Each Department has developed a ROOP plan based on a phased restoration of operations. Although some preliminary planning has been done for Stages 3 and 4, given the uncertainty of the course of the virus and future progress in accomplishing the resilience readiness indicators defined in California's *Resilience Roadmap*, staff focus is currently primarily on the transition from Stage 1 to early Stage 2. Although, as noted previously, each department has a unique mission, some uniform policies apply to similar functions across departments.

Based on the recent relaxation of the SIP, the city will immediately recall to on-site duty staff who cannot perform their duties remotely, unless their functions are not permitted under the SIP, e.g., Adult Day Care or Aquatics. Parks, Facilities, and Public Works maintenance workers were asked to return to their worksites effective Monday, May 11. Office workers who can continue to work remotely will be encouraged to do so, as per the SIP. Coverage for administrative functions that need to be performed on-site will continue to be covered through staff rotation. Municipal facilities, including City Hall, the Annex, Municipal Services Building/Police Station, Corporation Yard, Fire Administration and stations, will remain closed to the public, except by appointment. The Emergency Operations Center (EOC) will continue to be staffed to coordinate emergency response operations and FEMA expenses and reimbursement submittals. The Parks and Recreation Department is exploring resuming a modified preschool program and modified summer camps, as permitted under the SIP, to serve parents who are permitted to return to work.

The fiscal impact of restoring city operations is difficult to determine at this time, due to the uncertainty of when San Mateo County Health will permit relevant activities, and depend upon how long each stage of recovery will last. Some additional expenditures will be necessary for personal protective equipment for employees, such as facemasks and gloves, hand sanitizer, and office cleaning supplies. Costs may be incurred for deep cleaning facilities in preparation for employee and public occupancy, as well as for more frequent cleaning as operations resume. All expenditures, as well as employee costs related to COVID-19, are being tracked and will be submitted for potential FEMA partial reimbursement.

No employee reductions were implemented for FY 2019/20. However, vacant positions and non-essential or not previously encumbered expenditures for materials and services have been frozen, which may partially offset some of the increased costs related to COVID-19. Budget reductions are under review for 2020/21 to close the gap created by an anticipated decrease in revenue caused by the COVID-19 crisis. More information regarding the fiscal impact of the situation will be presented through the 2020/21 budget process. Recovery from the unprecedented COVID-19 crisis will travel a long and arduous road, with much unknown and uncertain about the journey at this time.

Councilmember Matsumoto inquired about the reopening of the swimming pool, basketball courts, and the use of HEPA filters throughout City buildings. Assistant City Manager Ranals indicated that the City would not be opening the swimming pool due to restrictions set in place by the health officer, including all courts with shared equipment. She indicated that there was a preventative system in place and staff continued to explore the use of HEPA filters.

Councilmember Nagales expressed his concern about reopening the pool and inquired on student enrollment for the city's summer programs including testing. Assistant City Manager Ranals

provided an update on student enrollment and indicated that the community's response has been positive. Council supported reopening programs by June 15, 2020 following the health orders.

16. Report regarding Resolution No. 60-2020 awarding a construction contract to Columbia Electric, Inc. of San Leandro, California for the Spruce Avenue and Commercial Avenue Traffic Improvements Project (Project No. tr1801) in an amount not to exceed \$637,600, authorizing a total construction budget of \$892,640, authorizing the City Manager to execute an agreement on behalf of the City. (*Angel Torres, Senior Civil Engineer*)

Senior Civil Engineer Torres presented the report and indicated that the Commercial Avenue and Spruce Avenue intersection was identified as a priority location for a new traffic signal to replace an existing all-way stop control. The adjacent intersections within 400 feet are signalized. The stop control at Spruce Avenue and Commercial Avenue causes traffic along the Spruce Avenue coordinated system (from El Camino Real to Miller Avenue) to make abrupt stops at the intersection, which creates a potential for rear-end collisions. A traffic signal at the intersection was identified as a solution to clearly define the pedestrian right of way and organize traffic flow through the intersection, and along the entire Spruce Avenue corridor.

He indicated that in August 2016, the City of South San Francisco (City) applied for the Cycle 8 Highway Safety Improvements Program (HSIP) grant to help fund the construction of the traffic signal improvements. In December 2016, Commercial Ave. and Spruce Ave. Traffic Signal Improvements Project (Project) was selected to receive the HSIP grant funds. The Project proposes to improve traffic operations and pedestrian facilities by installing a new traffic signal with pedestrian countdown timers and accompanying ADA curb ramps. By replacing the existing all-way stop control with a signalized intersection, the Project will increase the operational traffic efficiency during peak traffic hours, thereby reducing traffic delays.

The construction contingency of 20% will be used for any additional costs related to design or construction method changes during the construction operations. The construction management and administration of 20% will cover staff time and consultant costs to oversee and manage the contractor. The project is currently funded in the City of South San Francisco's Fiscal Year 2019-20 Capital Improvement Program (Project No. tr1801) with sufficient funds allocated to cover the Total Project Budget. The program includes \$444,000 of HSIP grant funds, \$666,500 of City Measure A funds with the remaining funding coming from Gas Tax, and Road Maintenance and Rehab (SB1).

Councilmember Matsumoto requested clarification on the process of calculating construction and administration contingencies. Senior Civil Engineer Torres indicated that the staff calculates the working days for projects and uses those to determine contingency costs. Councilmember Matsumoto requested that future reports provide a more thorough description of contingency costs and processes.

Vice Mayor Addiego requested that staff explore solutions to address the traffic delays caused by the bus stopping in the lane of traffic on Spruce Avenue at Baden Avenue.

Motion – Vice Mayor Addiego/Second – Councilmember Nicolas: To approve Resolution No. 60-2020 awarding a construction contract to Columbia Electric, Inc. of San Leandro, California for the Spruce Avenue and Commercial Avenue Traffic Improvements Project (Project No. tr1801) in an amount not to exceed \$637,600, authorizing a total construction budget of \$892,640, authorizing the

City Manager to execute an agreement on behalf of the City, by roll call vote: AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None

17. Report regarding Resolution No. 61-2020 awarding a construction contract to G. Bortolotto & Co., Inc. of San Carlos, California for the OBAG 2: Street Rehabilitation Project (Project No. st193d) in an amount not to exceed \$1,273,489.30, authorizing a total construction budget of \$1,591,861.30, and authorizing the City Manager to execute an agreement on behalf of the City. *(Angel Torres, Senior Civil Engineer and Peter Vorametsanti, Consulting Project Manager)*

Senior Civil Engineer Torres presented the report and indicated that the One Bay Area Grant OBAG-2: Street Rehabilitation Project will rehabilitate sections of the following City streets: Alida Way, Camaritas Avenue, Hickey Boulevard, San Felipe Avenue, and South Spruce Avenue through mill and overlay of the asphalt surface, and improve the curb ramps on these areas. The work will consist of asphalt grind and overlay including adjusting utility covers, concrete removal and replacement, base repair, crack sealing, reinstalling the traffic striping and markings in various areas of South San Francisco.

On April 17, 2020, staff received five (5) bids in response. Public Works contracts are ordinarily awarded to the lowest responsible bidder whose bid is responsive to the solicitation. (Public Contract Code §20166). The lowest responsible bidder was G. Bortolotto & Co., Inc. of San Carlos, California. Staff verified the lowest bidder's current contractor's license with the California State Licensing Board and found it to be in good standing. The construction contingency of 15% would be used for any additional costs related to design or construction method changes during the construction operations. The construction management and administration of 10% will cover staff time and consultant costs to oversee and manage the contractor.

The project currently funded in the City of South San Francisco's Fiscal Year 2019-20 Capital Improvement Program (Project No. st1903) with sufficient funds allocated to cover the Total Project Budget. The program includes \$938,366.93 of OBAG 2 grant funds, with the remaining funding coming from \$211,265.58 Measure A, \$7,875.25 Gas Tax, \$214,142.94 City Measure W, and \$220,210.60 San Mateo County Measure W for a total of \$1,591,861.30.

Councilmember Nicolas inquired about the calculation formula for management costs. Senior Civil Engineer Torres provided clarification of the process and calculation formula. Public Works Director Kim indicated that the management costs generally are not only calculated based on the project duration, but the complexity of the project, and also, when the projects are grant funded, they require a higher level of administrative costs and documentation.

Motion – Vice Mayor Addiego/Second – Councilmember Nicolas: To approve Resolution No. 61-2020 awarding a construction contract to G. Bortolotto & Co., Inc. of San Carlos, California for the OBAG 2: Street Rehabilitation Project (Project No. st193d) in an amount not to exceed \$1,273,489.30, authorizing a total construction budget of \$1,591,861.30, and authorizing the City Manager to execute an agreement on behalf of the City. AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None

18. Report regarding Resolution No. 62-2020 of Intention and Introduction of an Ordinance amending the contract between the Board of Administration, California Public Employees' Retirement System and the City of South San Francisco to implement the ability for Classic Local Miscellaneous members in the Executive Management Unit to pay a portion of the

employer share of their CalPERS pension costs. (*Leah Lockhart, Human Resources Director*)

Human Resources Director Lockhart presented the report and indicated that the agreed increase to the employee contribution to CalPERS was negotiated with the labor group in 2017, in increments of up to 1%, currently paying an additional 3% on top of the 9% for a total contribution of 12%. She indicated that members of the Executive Management Unit would be required to take a ballot vote, prior to the implementation of the proposed increase.

Councilmember Matsumoto requested clarification on the outdated position titles listed in Appendix A of the Executive Management Classifications. Human Resources Director Lockhart indicated that the positions listed were accurate at the time the compensation plan was approved.

Motion – Councilmember Nicolas/Second – Councilmember Nagales: To approve Resolution No. 62-2020 of Intention and Introduction of an Ordinance amending the contract between the Board of Administration, California Public Employees' Retirement System and the City of South San Francisco to implement the ability for Classic Local Miscellaneous members in the Executive Management Unit to pay a portion of the employer share of their CalPERS pension costs, by roll call vote: AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None.

18b. Ordinance approving an amendment to the contract between the Board of Administration California Public Employees' Retirement System and the City Council of the City of South San Francisco.

Motion – Councilmember Nicolas/Second – Councilmember Nagales: To introduce and conduct first reading of an ordinance approving an amendment to the contract between the Board of Administration California Public Employees' Retirement System and the City Council of the City of South San Francisco, by roll call vote: AYES: Councilmembers Matsumoto, Nagales and Nicolas, Vice Mayor Addiego and Mayor Garbarino; NAYS: None; ABSENT: None; ABSTAIN: None.

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

None

CLOSED SESSION

Entered into Closed Session: 10:20 p.m.

19. Closed Session: Conference with Legal Counsel - Anticipated Litigation
(Pursuant to Government Code Section 54956.9)
Initiation of Litigation: One potential case
(*Sky Woodruff, City Attorney and Sharon Ranals, Assistant City Manager*)

Resumed from Closed Session: 10:47 p.m.

Report out of Closed Session by Mayor Garbarino: Direction given. No reportable action.

ADJOURNMENT

Being no further business Mayor Garbarino adjourned the meeting in memory of Elsie Pollastrini, Maria Teresa Grande, Mary Teakle, Edna Margaret Folsom de Larios, and Beatrice Torres at 10:47 p.m.

Respectfully submitted by:



Rosa Govea Acosta, CMC, CPMC
City Clerk

Approved by:

Richard Garbarino
Mayor

Approved by the City Council: _____ / _____ / _____