MINUTES

CITY COUNCIL

CITY OF SOUTH SAN FRANCISCO

REGULAR MEETING
MUNICIPAL SERVICES BUILDING
COUNCIL CHAMBERS
33 ARROYO DRIVE
SOUTH SAN FRANCISCO, CA

WEDNESDAY, MAY 24, 2017
7:00 p.m.

CALL TO ORDER — Time: 7:00 p.m.

ROLL CALL — Present: Councilmembers Addiego, Garbarino, and Matsumoto, Vice Mayor Normandy and Mayor Gupta.

Absent: None.

PLEDGE OF ALLEGIANCE

Led by Mayor Gupta

AGENDA REVIEW

There were no changes to the agenda but the Council requested Chief Azzapardi discuss the recent incident.

Chief Azzopardi made a statement regarding an officer involved shooting.

PRESENTATIONS

1. Presentation of new employees. (Mich Mercado, Human Resources Manager) Mich Mercado presented employees.

   The following new employees introduced themselves:
   Francisco Rodriguez, Recreation and Community Services Coordinator
   Vanessa Torres, Literary Services Coordinator
   Richard Cho, Senior Civil Engineer

2. Proclamation commemorating June as Immigrant Heritage Month. (Karyl Matsumoto, Councilmember)

   Councilmember Matsumoto read the proclamation.

3. Recognition of Sean Michael Reyes and Bianca Joy Catolos as the 2017 Jack Drago Cultural Arts Commission Youth Art Scholarship Award Recipients. (Pradeep Gupta, Mayor)

   Amethyst Monce, Cultural Arts Commission Chair, explained the purpose of the financial award. She presented the qualifications of the recipients.

Vice Mayor Normandy expressed her appreciation to Chair Monce.

Mayor Gupta read and presented the certificates of recognition.

Councilmember Garbarino reminded the community of former Fire Chief, Councilmember and Mayor Jack Drago, discussing his interest in the arts and creation of the Cultural Arts Commission. He thanked Jack Drago for his contributions to the City.

Councilmember Addiego stated Jack Drago was responsible for the artist studios.

PUBLIC COMMENTS

Hermes Monson expressed concern regarding the sewer rate increase and lack of information to the residents. He requested the community be provided the opportunity to better understand the increase. He provided an example of the budget for garbage trucks.

City Manager Futrell stated a letter was sent to every property owner regarding the sewer rate increase.

Councilmember Matsumoto stated a public hearing would be held on June 28, 2017.

Councilmember Garbarino explained that letters were sent to property owners, not renters.

City Manager Futrell stated the City was following Proposition 218 procedures for the fee increase. He stated letters of objection should be sent to the City Clerk.

Gabriel Alvarez urged the Council to consider Summer Full of Fun Camp for Measure W funds.

Ulisess Aries requested the Council provide Measure W funds to Summer Full of Fun Camp.

City Manager Futrell stated Ulisess and many of his friends assisted at the Public Works yard with the Public Works Week Celebration.

COUNCIL COMMENTS/REQUESTS

Councilmember Matsumoto presented homeless count data for the past 8 years and indicated there were 33 counted for 2017. She commended staff on rehabilitation/shelter efforts. She discussed maintenance of the Bay Trail and explained that there were multiple agencies involved. She announced the 117 trees planned to be planted in 2017. She discussed the speed hump pilot program in Avalon Park and additional consideration of traffic calming devices. She stated staff was working on patching the potholes. She announced that Caltrain had received $648 million for electrification. She discussed the recent diversity conversation. She asked if there were any I.C.E. roundups in the City. Chief Azzopardi stated he was not aware of any raids in the City. City Attorney Rosenberg stated it was possible that there had been removal or deportation proceedings. Councilmember Matsumoto announced the Memorial Day Celebration including a pancake breakfast at Station 61, parade and ceremony at Orange Memorial Park.

Vice Mayor Normandy thanked Chief Azzopardi for his presentation and recommended placing the video on social media.

Councilmember Garbarino discussed homeless issues and the need to consider single parents and veterans. Councilmember Matsumoto discussed San Mateo County's Veterans Commission. Councilmember Garbarino discussed the homeless facility in the City of Palo Alto.

Councilmember Addiego requested Chief Azzopardi verify whether there had been I.C.E. raids. He stated he and City Manager Futrell took Supervisor Canepa on a tour of the City. He encouraged the Council to invite legislators to tour the City. He discussed the County's Youth Commission and lack of representation from North County. He reminded residents of the burden on law enforcement from the incident in the West Burrow Neighborhood.

Mayor Gupta stated he attended the ground breaking of 272 new homes at Miller and Cypress. He reported on the fundraising function for the South San Francisco Historical Society. He stated the 2017 Asian American Hotel Owners Association was held at the City's Conference Center. He discussed the elementary school students at City Hall and his judging of the spelling bee. He discussed his interview on PEN TV regarding the Plan Bay Area 2040 and potential future segments. He encouraged residents to review the plan and provide input. He discussed the letter received from State Treasurer regarding College Savings Day and Scholarshare.

ADMINISTRATIVE BUSINESS

4. Staff report regarding a resolution approving the filing of a grant application in a total amount not to exceed $5,241,051 for State of California Climate Investments Urban Greening Program grant funds for the park upgrades in Oyster Point in Fiscal Year 2017-2018. (Sharon Ranals, Parks and Recreation Director)

    4a. Resolution approving the filing of a grant application in a total amount not to exceed $5,241,051 for State of California Climate Investments Urban Greening Program grant funds for park upgrades in Oyster Point in Fiscal Year 2017-2018.

    Parks and Recreation Director Ranals presented the item to Council requesting authorization to submit a grant application. She explained the project was for the public portion of the Oyster Point Development project. She stated the grant was for greenhouse gas reduction and the expansion of open space. She explained the highest priorities were for disadvantaged communities but the City still applied.

    In response to Councilmember Matsumoto, Parks and Recreation Director Ranals explained how they were informed about grant opportunities. She stated the Redevelopment Agency contribution was $13 million. City Manager Futrell explained that the City was investing $13 million and the grant application was for an additional $5 million. Councilmember Matsumoto discussed other projects needing City funding. Parks and Recreation Director Ranals explained that no other projects were eligible for the proposed grant. She stated staff was also considering a Coastal Commission grant and the Environmental Enhancement program.

    Councilmember Addiego discussed the prior use of Oyster Point by families and stated he understood the vision.

Motion - Councilmember Garbarino / Second - Councilmember Addiego: that this Resolution, RES 43-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 43-2017

5. Report regarding a resolution approving a consulting services agreement with Townsend Public Affairs for grant writing on various capital improvement, development, and social service projects for a three-year term in an amount not to exceed $180,000, with an option to extend the agreement for a fourth year for an additional $60,000. (Deborah Gill, Special Projects Manager)
    5a. Resolution approving a consulting services agreement with Townsend Public Affairs for grant writing services on various capital improvement, development, and social service projects for a three-year term in an amount not to exceed $180,000, with an option to extend the agreement for a fourth year for an additional $60,000.

Special Projects Manager Gill presented the item to Council reviewing the request for proposals for grant writing services. She discussed the qualifications and successful grant applications of Townsend Public Affairs and requested the Council approve the agreement.

In response to Councilmember Matsumoto, City Manager Futrell explained the incremental increases to Townsend Public Affairs.

Councilmember Matsumoto questioned why the RFP was only open for three weeks. Vice Mayor Normandy asked the same question. Special Projects Manager Gill stated she had called three companies to inquire why they had not applied. Assistant City Manager Lee explained that three weeks was sufficient for the project. She stated staff made a judgment call on the appropriate period based on the scope of work. She stated the bid period would be extended if there were concerns from potential bidders.

Councilmember Garbarino stated three weeks was not unusual. He suggested including an explanation of why people passed.

In response to Councilmember Matsumoto, Special Projects Manager Gill stated she, Rozalynn Thompson and Sam Bautista reviewed the proposals.

Councilmember Matsumoto questioned why some of the exhibits were blank. City Attorney Rosenberg stated all exhibits would be included prior to execution. Finance Director Lee stated staff ensured that all tax forms were included.

Vice Mayor Normandy expressed concern about the multi-year agreement. She asked if there was a policy in place specifying the length of bids. She questioned whether the limited window ensured that Townsend received the contract. Assistant City Manager Lee explained that a multi-year commitment assisted with the grant process. She stated a three-year agreement provided longevity.

Councilmember Garbarino stated three year contracts were normal.

Vice Mayor Normandy requested eliminating the optional year based on the Council rotation.

Councilmember Addiego stated the grant writer would be more successful based on its understanding of the City and staff.

Councilmember Garbarino discussed Townsends' advocacy achievements, including developing funding for affordable housing, increasing local Police presence, and grant funds obtained. He stated he was impressed with the presentation.

Councilmember Matsumoto requested the grants and dollar amounts be included in a Friday memo.

Motion - Councilmember Addiego / Second - Councilmember Garbarino: that this Resolution, RES 44-2017, be approved. Approved by roll call vote:
Yes: 4 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, and Mayor Gupta
No: 1 - Vice Mayor Normandy
Enactment No: RES 44-2017

6. Report regarding a resolution approving a consulting services agreement to AGS GeoSpatial LLC for Geographic Information Systems services for a three-year term in an amount not to exceed $450,000and authorizing the City Manager to execute said agreement. (Tony Barrera, Information Technology Manager)

   6a. Resolution approving a consulting services agreement with AGS GeoSpatial LLC for Geographic Information Systems services for a three-year term in an amount not to exceed $450,000 and authorizing the City Manager to execute agreement.

Information Technology Manager Barrerra presented the staff report explaining the use of GIS and request for proposal process. He requested the Council approve the agreement with AGS GeoSpatial LLC.

In response to Councilmember Matsumoto, Information Technology Manager Barrerra listed the proposal evaluators. Councilmember Matsumoto stated the company was founded in 2017 and requested additional information on the company. Information Technology Manager Barrerra explained that Justin Anderson had been a City contract employee with benefits for the past nine years. He stated his compensation was the lowest of the proposals submitted.

Councilmember Garbarino requested the certificate of insurance be included in the packet with confidential information redacted if necessary. He expressed discomfort with a contract employee becoming a contractor. Finance Director Lee stated he ensured minimum insurance requirements were met. Councilmember Garbarino requested the certificate be included in the packet.

Councilmember Matsumoto suggested tabling the item. City Manager Futrell stated the item could be tabled.

Councilmember Addiego asked if GIS mapping was ever completed. Justin Anderson introduced himself to the Council and discussed his experience.

City Manager Futrell discussed the prior practice of contractors with benefits and the importance of putting such contracts out to bid to test the market.

Councilmember Addiego ask if the services could be provided from another state. Mr. Anderson stated he worked remotely and was onsite once per month.

In response to Councilmember Garbarino, Mr. Anderson stated technology allowed remote access.

Vice Mayor Normandy concurred with tabling the item. She requested the entire agreement be included in the packet, particularly the compensation schedule.

Councilmember Matsumoto questioned the price for service.

In response to Councilmember Addiego, City Manager Futrell discussed the specialty of GIS and ability for remote service. Information Technology Manager Barrerra stated the City would save money changing from contract employee to contractor.

Mayor Gupta requested the item be brought back to obtain approval by the entire Council. City Manager Futrell stated the item could come back on the June 14, 2017 agenda.

By consensus, the Council tabled the item.

RECESS

Mayor Gupta called a recess at 8:45 p.m. The meeting reconvened at 8:55 p.m. with all Councilmembers present.

7. Report regarding a resolution approving the noticing of a public hearing to receive comment concerning establishment of the Antoinette Lane underground utilities district (CIP project no. st1702). (Sam Bautista, Principal Engineer, and Kathleen Phalen, Swinerton Management & Consulting)

   7a. Resolution approving the noticing of a public hearing to receive comment concerning establishment of the Antoinette Lane underground utilities district.

Principal Engineer Bautista introduced Kathleen Phalen, Swinerton Management & Consulting, and Keith Basque, PG&E. He presented a PowerPoint summarizing the proposed project and depicting the area with and without the utility lines.

Ms. Phalen continued the presentation providing background on the Council's action related to undergrounding, 2016 UUD Priority List, Rule 20A Funding Criteria and proposed Antoinette District.

Principal Engineer Bautista presented images of the area. He discussed activities conducted to date related to the proposed district, including notification to impacted residents. He explained who and what needed to move. He stated the City was designated as the lead agent.

Ms. Phalen discussed the project steps including establishing the district, placement in the

PG&E queue, design and construction. She suggested replacing the Antoinette District with the Spruce Project to move it up in the queue.

In response to Councilmember Addiego, Ms. Phalen explained why the Chestnut Shopping Center was included in the district.

Ms. Phalen reviewed the design process, which would take approximately 12 months, and the construction process, which was about 9 months.

Principal Engineer Bautista reviewed the proposed streetlight replacement, conceptual schedule, Conceptual Rule 20A Budget, and next steps.

In response to Councilmember Matsumoto, Principal Engineer Bautista stated BART would review the drawings. He stated the City received $200,000 in credits each year. Councilmember Matsumoto suggested utilizing lessons learned from the Spruce project.

Councilmember Addiego stated the Spruce Avenue neighborhood had suffered from improvements of the transit village and had not received any of the benefits. He expressed disappointment regarding the development at Mission Road. He stated the Spruce and Sunshine Gardens should not be penalized. He stated he understood the effort to save money on the bigger project for the greater good but he could not vote for the project.

In response to Mayor Gupta, Ms. Phalen stated the addition of the four-pool spur to the carwash increased the cost to $2 million.

Mayor Gupta questioned why the undergrounding was not continued to remove more poles. Ms. Phelan explained the proposed project and riser poles surrounding the project. Mayor Gupta stated the ultimate goal was to underground the entire City. He asked if undergrounding could occur after the Civic Center project. Principal Engineer Bautista stated it was the Council's decision. Ms. Phelan stated the project was initiated based on the Capital Improvement Program. She stated the utilities did not have to be underground for the Civic Center project.

Vice Mayor Normandy suggested considering Mission Road and Antoinette.

City Manager Futrell stated there was $7.5 million available. He stated the costs were as follows: Spruce - $3 million; Mission Road - $4.4 million; and Chestnut - $2.5 million.

Councilmember Garbarino suggested completing Mission Road.

Councilmember Addiego stated he did not want to ruin the Civic Center but perhaps the City should fund Mission Road.

Mayor Gupta stated the City could obtain a loan from PG&E. City Manager Futrell stated the maximum that could be borrowed was $7.5 million. He stated it was necessary to underground utilities around the Civic Center either from PG&E or Measure W and staff would recommend PG&E funding. He requested Council approve the item and staff would research and come back with other options.

Motion - Councilmember Addiego / Second - Vice Mayor Normandy: that this Resolution, RES 45-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 45-2017

8. Report regarding a resolution approving a two-year fee for services ambulance billing services agreement with Wittman Enterprises, LLC of Sacramento, California, at a compensation rate not to exceed 4.50 percent of recovered revenue and in a total amount not to exceed $175,000. (Richard Walls, Emergency Medical Services Chief)
   8A. Resolution approving an ambulance billing services agreement and authorizing the City Manager to enter into a two-year fee for services contract with Wittman Enterprises, LLC of Sacramento, California, for ambulance billing services at a compensation rate not to exceed 4.50percent of recovered revenue and in a total amount not to exceed $175,000.

Emergency Medical Services Chief Walls presented the item to Council to approve the ambulance billing services agreement with Wittman Enterprises, LLC of Sacramento, California.

Councilmember Garbarino referenced page 62 and requested all details be provided.

In response to Councilmember Matsumoto, Emergency Medical Services Chief Wall stated an ambulance ride was approximately $500 but depended on insurance. He stated revenues increasing. He discussed pending litigation that would supplement indigent transports.

Vice Mayor Normandy indicated support for the item.

Mayor Gupta discussed the Budget Subcommittee's review of the agreement.

Motion - Vice Mayor Normandy / Second - Councilmember Garbarino: that this Resolution, RES 46-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 46-2017

9. Report regarding a resolution authorizing renewal of a consulting services agreement with Daryl D. Jones, Inc., for telecommunications engineering and police information technology management services for a two-year term in an amount not to exceed $398,000, and authorizing the City Manager to execute the consulting service agreement. (Jeff Azzopardi, Police Chief and Tony Barrera, Information Technology Manager)
   9a. Resolution authorizing renewal of a consulting services agreement with Daryl D. Jones, Inc., for telecommunications engineering and police information technology management services for a two-year term in an amount not to exceed $398,000, and authorizing the City Manager to execute the consulting services agreement.

Chief Azzopardi presented the item to Council explaining the services to be provided.

Councilmember Addiego questioned whether succession planning was necessary and suggested enhancements to the budget to allow for training.

Councilmember Garbarino stated he would support the agreement but felt he was being held captive. He suggested working to develop in house staff to provide the services. Chief Azzopardi stated there were other people that could provide the services but Daryl Jones was the expert.

In response to Councilmember Addiego, Chief Azzopardi stated the new station and newer technology would reduce communication issues.

Mayor Gupta discussed the need for succession planning.

Motion - Councilmember Garbarino / Second - Vice Mayor Normandy: that this Resolution, RES 47-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 47-2017

10. Report regarding a resolution approving a resolution approving an agreement between the City of South San Francisco and the Town of Colma for Police Communications Services. (Mike Remedios, Police Captain)
    10a. Resolution approving an agreement between the City of South San Francisco and the Town of Colma for Police Communications Services.

Captain Remedios presented the item to Council recommending approval of an agreement with the Town of Colma for Police Communications Services.

Councilmember Matsumoto asked if retirement costs were included. Captain Remedios stated it was factored into the service cost.

In response to Councilmember Addiego, Captain Remedios stated the City was saving money by utilizing the City of South San Francisco's service.

Motion - Vice Mayor Normandy / Second - Councilmember Addiego: that this Resolution, RES 48-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 48-2017

11. Report regarding a resolution approving an amendment to the services agreement between the City of South San Francisco and the City of Pacifica to continue to provide police communication services. (Mike Remedios, Police Captain)
    11a. Resolution approving an amendment to the service agreement between the City of South San Francisco and the City of Pacifica to continue to provide Police Communication Services.

Captain Remedios presented the item to Council.

Motion - Vice Mayor Normandy / Second - Councilmember Addiego: that this Resolution, RES 49-2017, be approved. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta
Enactment No: RES 49-2017

CONSENT CALENDAR

12. Motion to approve the Minutes of the meetings of May 10, 2017.

13. Motion confirming payment registers for May 24, 2017. (Richard Lee, Director of Finance)

The Deputy City Clerk duly read the Consent Calendar, after which Council voted and engaged in discussion of specific items as follows:

Item 12: Councilmember Matsumoto requested clarification on Page 3 indicating that 1,800 was the RHNA obligation and OPD applied for 1,192 units. She stated minutes were missing for the meetings of November 9 and 17, February 8 and 22, March 8 and 22, and April 12. She stated duplicate minutes had been presented to Council for approval.

In response to Councilmember Garbarino, City Manager Futrell anticipated the City Clerk to return in July.

Item 13: Councilmember Garbarino asked for clarification on Page 29, Nugget Casino Resort, and Page 34, Kentucky Fried Chicken. Finance Director Lee stated it was a hotel expense for a Public Works Employee to attend training.

Vice Mayor Normandy asked about the charge on Page 3, Clearlight Trophies. Finance Director Lee stated it was for name tags and placards for the Citizen's Oversight Committee members. Vice Mayor Normandy suggested clarification of initials on Page 2. She asked about the warrant on Page 8 for cyber security training in the amount of $7,930.

Motion - Councilmember Garbarino / Second - Councilmember Addiego: to approve the Consent Calendar. Approved by roll call vote:
Yes: 5 – Councilmember Addiego, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Normandy, and Mayor Gupta

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

Mayor Gupta discussed the letter he received from John Ford of commute.org requesting a city to act as a fiscal agent. Finance Director Lee stated they had considered it but could not volunteer at this time.

Mayor Gupta stated he would be trying to retain his seat at ABAG.

ADJOURNMENT

Being no further business, Mayor Gupta adjourned the meeting at 10:18 p.m.

Submitted by:

Gabriel Rodriguez, Acting City Clerk
City of South San Francisco

Approved by:

Pradeep Gupta, Mayor
City of South San Francisco