



MINUTES
CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

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

WEDNESDAY, MARCH 28, 2018
7:00 p.m.

CALL TO ORDER

Time: 7:03 p.m.

ROLL CALL

Present: Councilmembers Addiego, Garbarino and Gupta,
Mayor Pro Tem Matsumoto and Mayor Normandy.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Hon. Judy Bush, former South San Francisco Unified School District Trustee.

AGENDA REVIEW

City Manager Futrell recommended that Item No. 4 be removed from the Agenda and heard at the next Regular Meeting of the City Council.

Council agreed.

ANNOUNCEMENTS FROM STAFF

Communications Director Arroyo advised of a Clean-up and Tree Planting Event that would take place on March 31, 2018. Sponsored by the Community Preservation Task Force, the event would begin at 9:00 a.m. at the corner of Francisco Drive and Sonora Avenue in South San Francisco. High school participants would earn community service credits. Director Arroyo next advised of the Annual City-wide Spring Clean-up on Saturday April 7, 2018 from 9:00 a.m. –noon. Residents could drop-off up to one car load of materials and up to five (5) legal sized boxes for shredding.

PRESENTATIONS

1. Presentation of a proclamation recognizing and celebrating National Library Week on April 8 - 14, 2018, with the theme, "Libraries Lead". (Karyl Matsumoto, Mayor Pro Tempore)

Councilman Garbarino presented Library Trustee Turnberg with a Proclamation espousing the virtues of libraries and their leadership in the community in honor of National Library Week April 8 - 14, 2018. The Proclamation recognized that library workers and librarians fuel efforts to better campuses and schools. Libraries continue levelling the playing field for all who seek access to

technology and skills needed to thrive in a digital world. Further, libraries are pioneers in supporting democracy and affecting social change.

Mr. Turnberg, who had served on the Library Board since 2009, thanked Council for its support of the library and noted that the Library Board and community were excited that the planning phase for the new main library had begun.

2. Recognition of Judy Bush for being recognized as the Outstanding Volunteer of the Year, and of the City of South San Francisco Adult Day Care for being recognized as an Outstanding Program by the California Parks and Recreation Society, District IV. (Karyl Matsumoto, Mayor Pro Tempore)

Mayor Pro Tem Matsumoto presented Hon. Judy Bush with a certificate of recognition in honor of her receipt of the Outstanding Volunteer of the Year Award. She stated that Ms. Bush earned the award with hard work and dedication. Ms. Bush was a founding member of Friends of Parks and Recreation and had served the Department for years in various volunteer capacities.

Mrs. Bush thanked Council for the honor and recognized the Parks and Recreation staff and volunteers for the work the group does. She stated appreciation for the work of Staff Liaison Greg Mediati and the Council's continued support of Parks and Recreation Programming.

Mayor Pro Tem Matsumoto next presented a Certificate of Recognition to the South San Francisco Adult Day Care for being recognized as an Outstanding Program by the California Parks and Recreation Society, District IV. Recreation Supervisor Cullinan accepted the award on behalf of the program. The Mayor Pro Tem congratulated the staff at Magnolia Center noting that the program is one a few of its kind in the County. The supervised program provides care for frail and chronically ill adults and permits them to safely participate in social, educational and recreational activities to maintain, improve or continue their independence.

Supervisor Cullinan thanked Council for recognizing the honor bestowed upon the program and congratulated recreation staff for their hard work on the program.

PUBLIC COMMENTS

Resident Denny Harp addressed Council favoring more attention to the existing retail establishments in the Downtown as opposed to the addition of mixed use retail in other areas. Concern was expressed regarding the building of more multi-story units.

Thelvina advised Council of an auto accident she had after hitting something in the road on a recent stormy evening near Arlington and El Camino. She stated the lighting in the area was very poor with no City light pole between Hickey Blvd and Arlington. She believed the lack of adequate lighting was a contributing factor to her accident, in that she could not see the object in the road which ended up causing roughly \$5000 damage to her car. She wanted the City to be aware of the inadequate lighting in the area.

Resident Davylyn Perez of the Sunshine Gardens Neighborhood stated that over the past several years the neighborhood had become landlocked. She advised the neighborhood had been impacted by development and was in dire need of open space. She stated that a strip of lawn being proposed in many of the renderings for new developments is not adequate park space. She hoped Council

would be thoughtful about development so that the community would remain a desirable place to live.

Meeting Recessed: 7:25 p.m.
Meeting Resumed: 7:48 p.m.

COUNCIL COMMENTS/REQUESTS

Councilman Garbarino reported on attendance at the Grand Boulevard Initiative Task Force Meeting. He advised on meetings with local legislators and reported on bills being proposed in the State Senate that would take away local control and potentially double Regional Housing Needs Assessment numbers. He stated he would continue to monitor the bills.

Mayor Pro Tem Matsumoto queried Interim Fire Chief Magallanes regarding an explosion risk related to lithium ion batteries. She stated that many local busses utilize these batteries and wondered whether the Fire Department was equipped to deal with the situation.

Interim Fire Chief Magallanes advised that the Fire Department regularly trains on different situations that might be impacted by this risk. Vehicle fires are part of the Department's annual training.

The Mayor Pro Tem continued and advised of a recent DUI incident on Westborough Blvd. She implored the public to be cautious and call 911 when drivers are suspected of operating vehicles under the influence. She next stated she would like to see the establishment of an employee of the month program, in which the employee would be selected by his or her colleagues.

City Manager Futrell advised this would be a priority when the new Human Resources Director comes on board.

Councilman Addiego revisited the discussion he started at the March 14, 2018 meeting regarding the housing development in the pipeline. He noted that staff had recently responded to an email from Councilman Garbarino stating that 3100 units were presently in the works. He noted another 400 plus units were submitted for approval on the Syufy property. He believed the pace of development was wrangling staff and concerning residents to a level that required attention. He requested that Council study the issue at future meetings.

Councilman Gupta supported Councilman Addiego's direction on this point, noting that the housing and development issue should be looked at in a holistic way.

Mayor Normandy thanked the Joint Housing Standing Committee of the City Council and Planning Commission for its work on developer selection related to the PUC cite. She believed Council's decision to hold-off on a determination until additional information could be gathered was worthwhile.

Mayor Pro Tem Matsumoto showed slides of the Improving Public Places Alta Loma Park Volunteer Event that took place on March 24, 2018.

ADMINISTRATIVE BUSINESS

3. Report regarding acceptance of the 2017 Housing Element Annual Progress Report. (Tony Rozzi, Principal Planner)

Principal Planner Rozzi presented the staff report recommending that Council accept the 2017 Housing Element Annual Progress Report and authorize its transmittal to the California Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD). He advised the state requires cities to prepare a Housing Element as part of the General Plan in order to ensure that they are planning for the projected housing demand throughout the State. Mr. Rozzi then explained progress on the Regional Housing Needs Allocation (RHNA) advising that the City issued 368 building permits for new residential units. He continued and stated that this is the first year the City has issued permits for very low income levels. The Rotary Senior Housing project at 300 Miller Avenue will provide 80 rental units for low-income seniors and one above-moderate rental unit for the complex manager. Additionally, the City issued building permits for the Sares Regis Cadence project Phase I, which would provide 260 market-rate rental units. The remaining building permits were issued for a combination of new duplexes, additional units on existing buildings, and accessory dwelling units on existing single family homes. Planner Rozzi stated that the California Government Code requires that an Annual Progress Report be prepared on the status and progress of implementation of the current Housing Element and be submitted to the City Council, OPR and HCD by April 1st of each year. The City intends to file the APR by the deadline and recommended Council's acceptance this evening.

Motion—Councilman Garbarino/Second—Councilman Gupta: to accept the 2017 Housing Element Annual Progress Report and authorize its transmittal to the OPR and HCD. Unanimously approved by roll call vote.

4. Report regarding a resolution approving a consulting services agreement with Fehr & Peers of San Francisco, California for the East of 101 Transportation Plan in an amount not to exceed \$150,000, authorizing the City Manager to execute the agreement, and authorizing a total budget of \$150,000. (Tony Rozzi, Principal Planner)

Item not heard.

- 4a. Resolution approving a consulting services agreement with Fehr & Peers of San Francisco, California for the East of 101 Transportation Plan in an amount not to exceed \$150,000, authorizing the City Manager to execute the agreement, and authorizing a budget of \$150,000.

Item not heard.

5. Report regarding a resolution accepting mid-year financial report and amending the Fiscal Year 2017-18 adopted budget. (Richard Lee, Director of Finance)

- 5a. Resolution No. 43-2018 accepting mid-year financial report and amending the Fiscal Year 2017-18 adopted budget.

Director of Finance Lee presented the staff report recommending that Council adopt a Resolution accepting the mid-year financial report and amending the Fiscal Year 2017-18 adopted budget. He

presented a PowerPoint presentation summarizing the Midyear budget and highlighting certain issues as follows: The General Fund has \$112 million in total revenue and \$106 in total expenditures. Should all projections and estimates hold true, at the end of the fiscal year the City would have a projected net surplus of \$4.3 million dollars. Regarding requests, the Parks and Recreation Department is requesting a total of \$44,000 split between two (2) fiscal years for an after school summer program in coordination with the South San Francisco Unified School District. The Department is also requesting \$11,000 for an upgrade to accommodate the inclusion of a Business Services Manager for a portion of a year and \$69,000 year over year. The Fire Department is requesting \$636,000 for Plan Check Services Public Works is requesting \$250,000 for the Brentwood Avalon Speed Bump Installation and an additional \$250,000 for design of the Oak Avenue Extension. The City Manager is requesting \$90,000 for the Public Policy Consultant reflected at Item No. 7 on today's agenda. These were among several items highlighted as part of the mid-year budget recommendation.

In response to questions from Mayor Pro Tem Matsumoto regarding child care cost recovery, Parks and Recreation Director Ranals advised that if enrollment fell short by one (1) or two (2) students, the program would still cover its costs.

In response to the Mayor Pro Tem's questions regarding budgeting for Fire Department billing administration, City Manager Futrell and Interim Fire Chief Magallanes advised that ambulance service dispatch was up requiring additional billing administration.

The Mayor Pro Tem further stated that she hoped the speed bump installations accounted for alternative traffic flow patterns that might be created as a result of initial installations. She noted she would like other neighborhoods considered for these traffic calming installations.

In response to the Mayor Pro Tem's question about post cards, Communications Director Arroyo advised the post cards were pre-programmed amounting to the mailing of 2-3 a year related to City-wide Clean ups and the State of the City address.

The Councilwoman thanked staff for making the newsletters available in Spanish and Chinese.

Councilman Gupta thanked staff for its presentation to the Budget Standing Committee on this process and cautioned staff and Council to be cognizant of fluctuating economic trends.

Motion—Councilman Gupta/Second—Councilman Garbarino: to approve Resolution No. 43-2018. Unanimously approved by roll call vote.

6. Report regarding a resolution approving a Consulting Services Agreement with Partnership Resources Group for planning a capital campaign project to raise funds in support of the Community Center as part of the Community Civic Campus Project for a six month term in an amount not to exceed \$76,000, and approving budget amendment 18.027. (Deborah Gill, Special Projects Manager)

- 6a. Resolution No. 44-2018 approving a Consulting Services Agreement with Partnership Resources Group for planning a capital campaign project to raise funds in support of the Community Center as part of the Community Civic Campus Project for a six month term in an amount not to exceed \$76,000, and approving budget amendment 18.027.

Special Projects Manager Gill presented the staff report recommending that Council approve a Consulting Services Agreement with Partnership Resources Group to plan a capital campaign project to raise funds in support of the Community Center as part of the Community Civic Campus Project for a six (6) month term in an amount not to exceed \$76,000. Manager Gill advised staff recommended that the City retain a fund raising consultant to manage a multiyear capital campaign to support construction of the planned state of the art community center. She explained the Request for Proposal (RFP) process set forth in the staff report noting that Partnership Resources Group was selected as a result of the process.

Councilman Gupta acknowledged the Library Foundation's work in this process noting participation by the Mayor Pro Tem and his wife, Mrs. Gupta. He was excited about the Foundation's dream of raising \$10 million fill funding gaps on the project.

Councilman Addiego raised concerns about the structure of the agreement which included payment of roughly \$76 thousand to determine whether fundraising was viable and was not necessarily proportional to the amount of funding ultimately raised.

Mayor Pro Tem Matsumoto concurred with these concerns. She noted, however, that this was how all of the proposals were structured.

Manager Gill advised this was the only consultant that offered a list of potential funding sources up front.

In response to a question from Councilman Addiego regarding a breakdown of services received for the \$76 thousand payment, Library Director Sommer stated the fundraising research list, viability study, and training on fundraising skills and outreach were included. At the end of the first phase, the City could expect a solid understanding of how much it could raise.

Councilman Garbarino stated he was not entirely clear on the value of the agreement.

Mayor Pro Tem Matsumoto stated she believed the agreement was an investment and would guide the fundraising process moving forward. She further stated that she would have to resign from the group working on fundraising due to over commitment.

Motion—Councilman Garbarino/Second—Councilman Addiego: to approve Resolution No. 44-2018. Unanimously approved by roll call vote.

7. Report regarding a resolution approving an amendment to the letter of engagement with Squire Patton Boggs to provide national advocacy and policy advisory services for an additional \$55,500, in a total not to exceed amount of \$129,500, and authorizing the City Manager to execute an amendment to the current letter of engagement. (Mike Futrell, City Manager)
 - 7a. Resolution No. 45-2018 approving an amendment to the letter of engagement with Squire Patton Boggs to provide national advocacy and policy advisory services for an additional \$55,500, in a total not to exceed amount of \$129,500, and authorizing the City Manager to execute an amendment to the current letter of engagement.

City Manager Futrell presented the staff report recommending that Council adopt a resolution approving an amendment to the letter of engagement with Squire Patton Boggs (SPB) to provide national advocacy and policy advisory services for an additional \$55,500, in a total not to exceed amount of \$129,500, and authorizing the City Manager to execute an amendment to the current letter of engagement. The City Manager explained that in April 2017, the City engaged SPB for the purpose of securing a federal government relations advocate to assist the City on pending and future federal issues. The initial contract amount of \$74 thousand was within the City Manager's contract authority. The additional work required will take the contract beyond the City Manager's approval authority and requires Council's approval by resolution.

Mayor Pro Tem Matsumoto stated that the City Manager had worked with SPB in his prior position in Baton Rouge Louisiana.

Councilman Addiego commented that SPB understand this type of work very well and is appropriate for the role.

Motion—Mayor Pro Tem Matsumoto/Second—Councilman Gupta: to approve Resolution No. 45-2018. Unanimously approved by roll call vote.

CONSENT CALENDAR

8. Motion to approve the Minutes from the meeting of March 14, 2018.
9. Motion confirming payment registers for March 28, 2018. (Richard Lee, Director of Finance)
10. Report regarding a motion to accept the construction improvements of the Alta Loma Park Renovation and Pathway Improvement Project as complete in accordance with the plans and specifications, with a total construction cost of \$256,646. (Sam Bautista, Principal Engineer)
11. Report regarding a motion to accept the construction improvements of the Station Alert Package Project as complete in accordance with the plans and specifications, with a total construction cost of \$142,685. (Sam Bautista, Principal Engineer)
12. Report regarding a resolution authorizing the South San Francisco Police Department to access state and federal level summary criminal history information for employment, volunteers and contractors, licensing or certification purposes. (Mike Rudis, Police Sergeant)
 - 12a. Resolution No. 46-2018 of the City Council of the City of South San Francisco approving an application for authorization to access state and federal level summary criminal history information for employment, volunteers, and contractors, licensing or certification purposes.
13. Report regarding a resolution authorizing the continuation of emergency repair work to address the storm drain failure and related repairs on Junipero Serra Boulevard near Westborough Boulevard. (Eunejune Kim, Director of Public Works)

- 13a. Resolution No. 47-2018 authorizing the continuation of emergency repair work to address the storm drain failure and related repairs on Junipero Serra Boulevard near Westborough Boulevard.
- 14. Report regarding a resolution authorizing the City Manager to approve a first amendment to a fee for services agreement with Resolve Insurance Systems, LLC for secondary billing services of aged accounts at a compensation rate not to exceed 30 percent of recovered revenue. (Richard Walls, Emergency Medical Services Chief)
- 14a. Resolution No. 48-2018 authorizing the City Manager to execute a first amendment to a fee for services agreement with Resolve Insurance Systems, LLC for secondary billing services of aged accounts at a compensation rate not to exceed 30 percent of recovered revenue.
- 15. Report regarding a Resolution approving the proposed public utility easement on 195 North Access Road for the Park SFO Expansion Project to be granted to the City of South San Francisco and authorizing the City Manager to execute an easement deed to effectuate acceptance of the easement. (Sailesh Mehra, Planning Manager)
- 15a. Resolution No. 49-2018 approving the proposed public utility easement on 195 North Access Road for the Park SFO Expansion Project to be granted to the City of South San Francisco and authorizing the City Manager to execute an easement deed to effectuate acceptance of the easement.
- 16. Report regarding adoption of an Ordinance Levying Special Tax within Community Facilities District No. 2017-01 (Public Services and Facilities). (Jason Rosenberg, City Attorney)
- 16a. Ordinance No.1552-2018 levying special tax within the City of South San Francisco Community Facilities District No. 2017-01 (Public Services and Facilities).
- 17. Report regarding adoption of an ordinance amending Title 20 ("Zoning) of the South San Francisco Municipal Code related to the Downtown Station Area Specific Plan, in accordance with South San Francisco Municipal Code Section 20.550 (Amendments to Zoning Ordinance and Map)
- 17a. Ordinance No. 1553-2018 amending the South San Francisco Zoning Ordinance, related to the Downtown Station Area Specific Plan District, in accordance with South San Francisco Municipal Code Chapter 20.550 ("Amendments to Zoning Ordinance and Map")

Item No. 9: In response to questions from Mayor Pro Tem Matsumoto, Director of Finance Lee advised that a .01 cent payment was a credit card authorization transaction; an item on page 51 of 53 related to lease payments to Citizens Bank for street sweepers; and clarified that "CC" referred to "credit card" as opposed to "City Council."

Item No. 17: Regarding the Down Town Station Area Specific Plan, Mayor Pro Tempore expressed confusion over the placement of family friendly units in the Downtown away from schools and parks.

Director of Economic and Community Development Greenwood advised the hope was that this would develop the inclusion of housing stock beyond studios and one bedroom units.

Motion –Councilman Addiego/Second–Councilman Garbarino: to approve Consent Calendar items Nos. 8-16a. Unanimously approved by roll call vote.

Motion—Councilman Addiego/Second—Councilman Gupta: to approve Item No. 17a to waive reading and adopt an Ordinance amending the South San Francisco Zoning Ordinance, related to the Downtown Station Area Specific Plan District in accordance with South San Francisco Municipal Code Chapter 20.550 ("Amendments to Zoning Ordinance and Map"). Approved by the following roll call vote: AYES: Councilman Garbarino, Councilman Gupta, and Councilman Addiego; NAYS: Mayor Pro Tem Matsumoto and Mayor Normandy; ABSENT: None; ABSTAIN: None.

ITEMS FROM COUNCIL - COMMITTEE REPORTS AND ANNOUNCEMENTS

None.

Meeting Recessed: 9:30 p.m.

Meeting Resumed: 9:40 p.m.

CLOSED SESSION

The City Clerk read the Closed Session Items.

Meeting Recessed: 9:43 p.m.

Meeting Resumed: 9:53 p.m.

Time Entered Closed Session: 9:53 p.m.

Open Session Resumed: 10:55 p.m.

18. Closed Session: Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9) Name of Case: Daniel Avictia v. City of South San Francisco Workers' Compensation Appeals Board Case Number: ADJ9497578

Report out of Closed Session by Mayor Normandy: Direction given no reportable action.

19. Closed Session: Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9) Name of Case: William Gablin v. City of South San Francisco Workers' Compensation Appeals Board Case Number: ADJ10106114, ADJ10317701, ADJ10828630

Report out of Closed Session by Mayor Normandy: Direction given no reportable action.

20. Closed Session: Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9) Name of Case: Kenneth Hancock v. City of South San Francisco Workers' Compensation Appeals Board Case Number: ADJ10367800, ADJ10367798, ADJ10367803

Report out of Closed Session by Mayor Normandy: Direction given no reportable action.

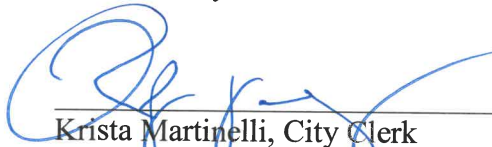
21. Closed Session Conference with Legal Counsel - Anticipated Litigation (Pursuant to Government Code Section 54956.9) Significant Exposure to Litigation: One Case

Report out of Closed Session by Mayor Normandy: Direction given no reportable action.

ADJOURNMENT

Being no further business, Mayor Normandy adjourned the meeting at 10:55 p.m.

Submitted by:



Krista Martinelli, City Clerk
City of South San Francisco

Approved by:

Liza Normandy, Mayor
City of South San Francisco