



CITY OF PACIFICA CITY COUNCIL AGENDA

Zoom Meeting: <https://zoom.us/j/92408234058>

Dial-in: 1-669-900-6833 | WebinarID: 924 0823 4058

Alt 1: <https://www.cityofpacifica.org/LiveStream>

Alt 2: Cable Channel 26

Mayor Deirdre Martin
Mayor Pro Tem Sue Beckmeyer
Councilmember Sue Vaterlaus
Councilmember Mary Bier
Councilmember Mike O'Neill

October 26, 2020 (MONDAY)

www.cityofpacifica.org

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDER OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED JUNE 17, 2020. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this City Council Meeting will not be physically open to the public and City Councilmembers and staff will be video/teleconferencing into the meeting. The meeting will be conducted via Zoom Webinar.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home. Below is information on how the public may observe and participate in the meeting.

To Observe the Meeting:

- To access the meeting by computer / smartphone, go to:
<https://zoom.us/j/92408234058>
- To dial-in via phone:
Dial: 1-669-900-6833 And enter Webinar ID: 924 0823 4058

To Participate in the Meeting by Providing Public Comment:

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. The City Clerk will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: publiccomment@ci.pacificaca.us and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

- Clearly indicate the **Agenda Item No.** or specify “**Oral Communications**” in the **Subject Line** for items not on the agenda
- Include the submitter’s **full name**

Written public comments received by 4:00 p.m. on the meeting date will be provided in their entirety to the City Council prior to the meeting and will be made part of the written record but will not be read verbally at the meeting. Written public comments will be posted to the City’s website for review prior to the meeting.

Alternative Ways to Watch the Meeting:

The primary method for observing and participating in the meeting is via the zoom link or phone number listed above, however, there are alternative ways to watch the meeting:

- Watch on TV on local cable channel 26
- Watch a Live Stream of the meeting by following <https://www.cityofpacificacounty.gov/LiveStream> or www.pacificcoast.tv

Note: The methods of observing the meeting or providing public comments may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City’s website at www.cityofpacificacounty.gov for any updates or changes, should they occur.

TO BE NOTED:

Consideration of an affordable housing regulatory agreement for the Marymount/Gateway Apartments complex will not be considered at this meeting. Consideration of the affordable housing regulatory agreement will occur at the City Council meeting on Monday, November 23, 2020.

6:00 PM CLOSED SESSION

PURSUANT TO GOVERNMENT CODE SECTION 54957.6 Conference with labor negotiator. Agency negotiators: Timothy Davis, Sally Nguyen. Employee organizations: Pacifica Firefighters Local 2400; Teamsters Local 856 Battalion Chiefs; Teamsters Local 350 Department Directors; Teamsters Local 350 Mgmt Employees; Teamsters Local 856 Miscellaneous Employees; Teamsters Local 856 WasteWater Treatment Plant Employees; Pacifica Police Officers Assoc.; Pacifica Police Supervisors Assoc. and Police Mgmt Assoc.

7:00 PM OPEN SESSION

Call to Order

Roll Call

Salute to the Flag led by Mayor pro Tem Beckmeyer

Closed Session Report

CONSENT CALENDAR

Persons wishing to address the Council on any Consent Calendar item may do so at this time. Each speaker will be allotted three minutes.

Items on the consent calendar will be adopted by one motion unless a Councilmember or person in the audience requests, before the vote on the motion, to have an item discussed. Time limit on comments is three minutes or less.

1. Approval of Disbursements for 09/16/20 through 09/30/20.
PROPOSED ACTION: Move to approve attached lists of disbursements for 09/16/20 through 09/30/20.
2. Approval of Minutes
PROPOSED ACTION: Move to approve the minutes of the Special City Council meeting held on October 2, 2020 and the minutes of the regular City Council meeting held on October 12, 2020.
3. Approval of First Amendment to Agreement Between the City of Pacifica and Freyer & Laureta, Inc. (F&L) for Construction Engineering and Mediation Support Services, in the Amount of \$51,645 and increase the Cost Ceiling of the Agreement to \$119,745 for the Balboa Way Repair Project (C030B).
PROPOSED ACTION: Move to approve the First Amendment (Attachment 1) to an Agreement Between the City of Pacifica and Freyer & Laureta, Inc. (F&L) for Construction Engineering and Mediation Support Services in the Amount of \$51,645 and increase the Cost Ceiling of the Agreement to \$119,745; in connection with the Balboa Way Repair Project (C030B); and authorize the City Manager to execute all documents associated with this Agreement.
4. Approval of Amendment No. 5 to the Consultant Agreement between the City of Pacifica and 4LEAF, Inc (4LEAF) in the Amount of \$18,140 for continued support of the Wet Weather Equalization Basin Project (EQ Basin) Project mediation effort.
PROPOSED ACTION: Move to approve Amendment No. 5 to the Consultant Agreement (Attachment 1) between the City of Pacifica and 4LEAF in the Amount of \$18,140 for continued support of the Wet Weather Equalization Basin Project mediation effort; and authorize the City Manager to execute the amendment.
5. Fourth Amendment to Consultant Services Agreement for Building Division staff augmentation and related services between the City of Pacifica and CSG Consultants, Inc.
PROPOSED ACTION: Move to approve a Fourth Amendment to the Agreement for Consultant Services between the City of Pacifica and CSG Consultants, Inc., to extend the term of the agreement one year to October 31, 2021, and to authorize compensation not to exceed \$524,000 in Fiscal Year 20-21, as reflected in the adopted City-wide budget, and to authorize the City Manager to execute the Amendment.
6. Approve a Collaboration Agreement with the County of San Mateo and Various Cities in San Mateo County to Contract with Baird + Driskell Community Planning in an Amount

not to Exceed \$54,500 for Sixth Cycle Regional Housing Needs Allocation Services and Preparation of the Housing Element Update

PROPOSED ACTION: Move to approve a Collaboration Agreement with the County of San Mateo and various cities in San Mateo County to contract with Baird + Driskell Community Planning in an amount not to exceed \$54,500 for Sixth Cycle Regional Housing Needs Allocation Services and Preparation of the Housing Element Update, and authorize the City Manager to sign the Agreement.

ORAL COMMUNICATIONS

This portion of the Agenda is available for the public to address the City Council on any issue that is not on the Agenda. Any person wishing to address the Council shall be recognized by the Mayor during Oral Communications, provided, however, that during the Oral Communications portion of the agenda, only items not on the agenda for that meeting may be addressed. All remarks shall be addressed to the Council as a body and not to any member thereof. Councilmembers shall not enter into debate with speakers under Oral Communications. A maximum time of three minutes will be allowed for any speaker. Pursuant to Pacifica Municipal Code Title 2, Chapter 1, Section 2-1.118 any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the Council shall be called to order by the presiding officer and, if such conduct continues, may, at the direction of the presiding officer, be ordered barred from further audience before the Council during the meeting.

COUNCIL COMMUNICATIONS

The purpose of Council Communications is for Councilmembers to inform each other of items of potential interest to other Councilmembers, such as interagency meetings.

STAFF COMMUNICATIONS

The purpose of Staff Communications is for the City Manager to offer announcements as appropriate.

PUBLIC HEARINGS - NONE.

CONSIDERATION - NONE.

STUDY SESSION

7. Study Session Regarding Air Quality and General Condition of Certain Civic Center Campus Facilities

PROPOSED ACTION: Receive a presentation regarding air quality and general condition of certain Civic Center Campus Facilities and provide direction to the City Manager on options for remediation of conditions at Civic Center Facilities.

ADJOURN

NOTICE: If you challenge a city's zoning, planning or other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any city administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes

final. Judicial review of environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of the final decision

The City of Pacifica will provide assistance for disabled citizens upon at least 24 hours advance notice to the City Manager's Office (650) 738-7301, or send request via email to: coffeys@ci.pacifica.ca.us if you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.

The Pacifica Municipal Code is available on line at the City's website (www.cityofpacificca.org/municode);

HOW TO OBTAIN CITY COUNCIL AGENDAS

Posted agendas:

Agendas are posted no later than Friday prior to the City Council meeting date, at the entrance to City Hall, 170 Santa Maria Avenue

View on the Internet:

Follow the link to Council agenda, at www.cityofpacificca.org

E-mail subscription:

Send a request to Sarah Coffey, at coffeys@ci.pacifica.ca.us

City Clerk's Office/City Manager's Office

City Hall, 170 Santa Maria Avenue, 2nd Floor

Council meetings:

Agendas are available at the City Council meeting

HOW TO REACH YOUR GOVERNMENT OFFICIALS

- Governor Gavin Newsom, State Capitol Building, Sacramento CA 95814 (916) 445-2841
- State Senator Jerry Hill, 1528 So. El Camino Real, Suite 303, San Mateo CA 94402 (650) 212-3313
- Assembly Member Kevin Mullin, 1528 South El Camino Real, Suite 302 San Mateo, CA 94402 (650) 349-2200
- Congresswoman Jackie Speier, 155 Bovet Road, Suite 780, San Mateo CA 94402 (650) 342-0300
- Senator Kamala Harris, 50 United Nations Plaza, San Francisco CA 94102 (213) 894-5000
- Senator Dianne Feinstein, #1 Post Street, Suite 2450, San Francisco CA 94104 (415) 393-0707
- President Donald J. Trump, 1600 Pennsylvania Ave. NW, Washington DC 20500

CITY COUNCIL

- Mayor Deirdre Martin, martind@ci.pacifica.ca.us
- Mayor pro Tem Sue Beckmeyer, beckmeyers@ci.pacifica.ca.us
- Councilmember Sue Vaterlaus, vaterlauss@ci.pacifica.ca.us
- Councilmember Mary Bier, bierm@ci.pacifica.ca.us
- Councilmember Mike O'Neill, o'neillm@ci.pacifica.ca.us



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Approval of Disbursements for 09/16/20 through 09/30/20.

RECOMMENDED ACTION:

Move to approve attached lists of disbursements for 09/16/20 through 09/30/20.

STAFF CONTACT:

Sheila Tioyao, Financial Services Manager
(650) 738-7395
tiyaos@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

Staff has submitted the following disbursements for Council approval:

- Disbursements dated 09/16/20 through 09/30/20 in the amount of \$1,598,743.94 as written on regular checks numbered 53107 - 53340 (Attachment A).

These disbursements are for Fiscal Year 2020-2021.

FISCAL IMPACT:

These disbursements are within budgeted appropriations.

ORIGINATED BY:

Finance Department

ATTACHMENT LIST:

FY 2020-2021 Disbursements 53107-53340 (PDF)

Report: CHECKREG

Generated: 16DEC19 17:00

Run: WEDNESDAY SEP3020 12:38

Page: 1

REPORT PARAMETERS

ORGANIZATION : 001
 BANK : 1
 PRINT BY : CHECK #
 SORT OPTION : CHECK #
 PRINT DETAILS : N
 ORG NAME FOR EXTRACT FILE : PACIFICA

Report: CHECKREG

Generated: 16DEC19 17:00

Run: WEDNESDAY SEP3020 12:38

Page: 2

CITY OF PACIFICA
 CHECK REGISTER
 CHECK RANGE: 53107 - 53340

| BANK | CHECK # | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | TYPE | CHECK STATUS |
|------|---------|-------------|------------|----------|---------|---|------|--------------|
| 1 | 53107 | \$5563.51 | 09/16/20 | 00009 | 8 | AT&T | S | OUTSTANDING |
| 1 | 53108 | \$990.00 | 09/16/20 | 03817 | 0 | AAA RESTAURANT FIRE CONTROL, INC. | S | OUTSTANDING |
| 1 | 53109 | \$124.38 | 09/16/20 | 00094 | 0 | ADAM-HILL COMPANY, THE | S | OUTSTANDING |
| 1 | 53110 | \$118.88 | 09/16/20 | 00122 | 0 | AIRGAS USA, LLC | S | OUTSTANDING |
| 1 | 53111 | \$16.90 | 09/16/20 | 00136 | 0 | ALHAMBRA | S | OUTSTANDING |
| 1 | 53112 | \$875.00 | 09/16/20 | 03946 | 0 | ALL BAY ENVIRONMENTAL | S | OUTSTANDING |
| 1 | 53113 | \$227.11 | 09/16/20 | 00138 | 0 | ALL INDUSTRIAL ELECTRIC SUPPLY, INC. | S | OUTSTANDING |
| 1 | 53114 | \$1089.55 | 09/16/20 | 04980 | 1 | AMAZON.COM SALES, INC. | S | OUTSTANDING |
| 1 | 53115 | \$110.89 | 09/16/20 | 00225 | 0 | ATCO INTERNATIONAL | S | OUTSTANDING |
| 1 | 53116 | \$800.00 | 09/16/20 | 04561 | 0 | AVINA, ANGEL | S | OUTSTANDING |
| 1 | 53117 | \$5850.00 | 09/16/20 | 05063 | 0 | BAY REMODELS | S | OUTSTANDING |
| 1 | 53118 | \$1454.20 | 09/16/20 | 00366 | 0 | BROADMOOR POLICE DEPARTMENT | S | OUTSTANDING |
| 1 | 53119 | \$442890.47 | 09/16/20 | 03663 | 2 | C2R ENGINEERING | S | OUTSTANDING |
| 1 | 53120 | \$5450.05 | 09/16/20 | 00421 | 0 | CALIFORNIA DIESEL & POWER | S | OUTSTANDING |
| 1 | 53121 | \$32.00 | 09/16/20 | 00014 | 5 | CALIFORNIA STATE OF | S | OUTSTANDING |
| 1 | 53122 | \$2441.00 | 09/16/20 | 03814 | 1 | CAPPSTONE, INC. | S | OUTSTANDING |
| 1 | 53123 | \$156.24 | 09/16/20 | 00483 | 0 | CDW GOVERNMENT, INC. | S | OUTSTANDING |
| 1 | 53124 | \$111.82 | 09/16/20 | 00510 | 0 | CINTAS CORPORATION #464 | S | OUTSTANDING |
| 1 | 53125 | \$1469.55 | 09/16/20 | 04436 | 0 | CORPORATE WAREHOUSE SUPPLY | S | OUTSTANDING |
| 1 | 53126 | \$230.00 | 09/16/20 | 04000 | 0 | CRIME SCENE CLEANERS, INC. | S | OUTSTANDING |
| 1 | 53127 | \$900.00 | 09/16/20 | 05062 | 1 | DARRYL PANG | S | OUTSTANDING |
| 1 | 53128 | \$13200.00 | 09/16/20 | 02201 | 0 | DISCOUNT PLUMBING, INC. | S | OUTSTANDING |
| 1 | 53129 | \$1177.82 | 09/16/20 | 04354 | 0 | DOOLEY ENTERPRISES, INC. | S | OUTSTANDING |
| 1 | 53130 | \$2400.00 | 09/16/20 | 04277 | 0 | EASTMAN INVESTIGATIVE SERVICES | S | OUTSTANDING |
| 1 | 53131 | \$647.50 | 09/16/20 | 01970 | 2 | ECONOLITE SYSTEMS | S | OUTSTANDING |
| 1 | 53132 | \$231.48 | 09/16/20 | 00758 | 0 | EXPERIAN | S | OUTSTANDING |
| 1 | 53133 | \$1460.00 | 09/16/20 | 00813 | 0 | FOSTER CITY, CITY OF | S | OUTSTANDING |
| 1 | 53134 | \$15838.65 | 09/16/20 | 04369 | 0 | GHD INC. | S | OUTSTANDING |
| 1 | 53135 | \$797.04 | 09/16/20 | 00872 | 0 | GRAINGER | S | OUTSTANDING |
| 1 | 53136 | \$1199.10 | 09/16/20 | 00875 | 0 | GRANITE ROCK COMPANY #26577 | S | OUTSTANDING |
| 1 | 53137 | \$1153.69 | 09/16/20 | 00898 | 1 | HALF MOON BAY VETERINARY HOSP | S | OUTSTANDING |
| 1 | 53138 | \$938.47 | 09/16/20 | 01786 | 2 | HD SUPPLY CONSTRUCTION & INDUSTRIAL WHITE CAP | S | OUTSTANDING |
| 1 | 53139 | \$645.00 | 09/16/20 | 00927 | 2 | HDL COREN & CONE | S | OUTSTANDING |
| 1 | 53140 | \$1630.66 | 09/16/20 | 03203 | 0 | HYGRADE BUSINESS GROUP, INC. | S | OUTSTANDING |
| 1 | 53141 | \$600.00 | 09/16/20 | 02544 | 1 | IN & OUT PLUMBING | S | OUTSTANDING |
| 1 | 53142 | \$310.75 | 09/16/20 | 05059 | 0 | JESSE HESTON | S | OUTSTANDING |
| 1 | 53143 | \$537.55 | 09/16/20 | 01014 | 0 | JOHN THE SIGN GUY LLC | S | OUTSTANDING |
| 1 | 53144 | \$145.13 | 09/16/20 | 01812 | 1 | KBA DOCUSYS | S | OUTSTANDING |
| 1 | 53145 | \$1204.52 | 09/16/20 | 01812 | 2 | KBA DOCUSYS | S | OUTSTANDING |
| 1 | 53146 | \$161.00 | 09/16/20 | 05060 | 0 | KELLY ZHEN | S | OUTSTANDING |
| 1 | 53147 | \$207.25 | 09/16/20 | 01095 | 0 | LINDA MAR HARDWARE | S | OUTSTANDING |
| 1 | 53148 | \$224.11 | 09/16/20 | 00001 | 244 | MAGISTRADO, ANTHONY | S | OUTSTANDING |
| 1 | 53149 | \$6600.00 | 09/16/20 | 03111 | 0 | MANAGEMENT PARTNERS | S | OUTSTANDING |
| 1 | 53150 | \$190.87 | 09/16/20 | 05061 | 0 | MICHAEL MCCARTHY | S | OUTSTANDING |
| 1 | 53151 | \$360.00 | 09/16/20 | 01378 | 0 | MUSCIO SECURITY | S | OUTSTANDING |
| 1 | 53152 | \$178.20 | 09/16/20 | 01194 | 0 | NATIONAL CONSTRUCTION RENTALS, INC | S | OUTSTANDING |
| 1 | 53153 | \$109065.00 | 09/16/20 | 04974 | 0 | NATIONAL FITNESS CAMPAIGN LP | S | OUTSTANDING |
| 1 | 53154 | \$1160.64 | 09/16/20 | 01206 | 0 | NORTH COAST COUNTY WATER DIST. | S | OUTSTANDING |
| 1 | 53155 | \$117.79 | 09/16/20 | 01217 | 0 | OFFICE DEPOT | S | OUTSTANDING |
| 1 | 53156 | \$1266.51 | 09/16/20 | 03626 | 0 | OFFICE TEAM | S | OUTSTANDING |
| 1 | 53157 | \$130.00 | 09/16/20 | 01239 | 0 | PACIFIC FIRE SAFE | S | OUTSTANDING |

Report: CHECKREG

Generated: 16DEC19 17:00

Run: WEDNESDAY SEP3020 12:38

Page: 3

CITY OF PACIFICA
 CHECK REGISTER
 CHECK RANGE: 53107 - 53340

| BANK | CHECK # | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | TYPE | CHECK STATUS |
|------|---------|------------|------------|----------|---------|-------------------------------------|------|--------------|
| 1 | 53158 | \$4277.25 | 09/16/20 | 01249 | 0 | PACIFICA CHAMBER OF COMMERCE | S | OUTSTANDING |
| 1 | 53159 | \$184.90 | 09/16/20 | 01758 | 3 | PACIFICA FIREFIGHTERS ASSOCIATION | S | OUTSTANDING |
| 1 | 53160 | \$37440.00 | 09/16/20 | 01261 | 0 | PACIFICA SCHOOL DISTRICT | S | OUTSTANDING |
| 1 | 53161 | \$823.07 | 09/16/20 | 01289 | 0 | PENINSULA UNIFORMS & EQUIPMENT, INC | S | OUTSTANDING |
| 1 | 53162 | \$225.00 | 09/16/20 | 00001 | 340 | PERHAM, SCOTT | S | OUTSTANDING |

Attachment: FY 2020-2021 Disbursements 53107-53340 (3408 : Disbursements - Dated 09/16/20 through 09/30/20)

| | | | | | | |
|---|-------|------------|----------|-------|--|---------------|
| 1 | 53163 | \$189.78 | 09/16/20 | 04139 | 0 PET FOOD EXPRESS | S OUTSTANDING |
| 1 | 53164 | \$682.37 | 09/16/20 | 01336 | 0 QUILL CORPORATION | S OUTSTANDING |
| 1 | 53165 | \$100.00 | 09/16/20 | 04112 | 0 SAN MATEO COUNTY EMERGENCY MANAGERS ASSOC. | S OUTSTANDING |
| 1 | 53166 | \$283.00 | 09/16/20 | 00022 | 20 SAN MATEO COUNTY ENVIRONMENTAL HEALTH | S OUTSTANDING |
| 1 | 53167 | \$5508.30 | 09/16/20 | 00055 | 0 SAN MATEO COUNTY FORENSIC LAB | S OUTSTANDING |
| 1 | 53168 | \$430.00 | 09/16/20 | 00022 | 41 SAN MATEO COUNTY SHERIFF'S OFFICE | S OUTSTANDING |
| 1 | 53169 | \$1500.00 | 09/16/20 | 00022 | 55 SAN MATEO COUNTY-AIRPORT COMMUNITY ROUNDTABLE | S OUTSTANDING |
| 1 | 53170 | \$1700.00 | 09/16/20 | 00055 | 1 SAN MATEO MEDICAL CENTER | S OUTSTANDING |
| 1 | 53171 | \$62.99 | 09/16/20 | 00001 | 336 SLEPNIKOFF, THERESE | S OUTSTANDING |
| 1 | 53172 | \$142.08 | 09/16/20 | 01540 | 0 STATE CONTROLLER'S OFFICE | S OUTSTANDING |
| 1 | 53173 | \$1220.06 | 09/16/20 | 02642 | 2 T-MOBILE CORPORATION | S OUTSTANDING |
| 1 | 53174 | \$3158.28 | 09/16/20 | 01587 | 0 TELECOMMUNICATIONS ENGINEERING ASSOCIATES | S OUTSTANDING |
| 1 | 53175 | \$7542.03 | 09/16/20 | 03785 | 0 THATCHER COMPANY OF CALIFORNIA | S OUTSTANDING |
| 1 | 53176 | \$503.64 | 09/16/20 | 04418 | 1 U.S. BANK EQUIPMENT FINANCING, INC. | S OUTSTANDING |
| 1 | 53177 | \$8.63 | 09/16/20 | 01652 | 0 UNITED PARCEL SERVICE | S OUTSTANDING |
| 1 | 53178 | \$2273.00 | 09/16/20 | 02527 | 0 UNIVERSAL BUILDING SERVICES | S OUTSTANDING |
| 1 | 53179 | \$2287.30 | 09/16/20 | 03835 | 0 US FOODS, INC | S OUTSTANDING |
| 1 | 53180 | \$1809.51 | 09/16/20 | 01684 | 0 VERIZON WIRELESS | S OUTSTANDING |
| 1 | 53181 | \$2365.30 | 09/16/20 | 01707 | 0 WEST COAST CONTRACTORS SERVICES | S OUTSTANDING |
| 1 | 53182 | \$1972.87 | 09/16/20 | 01729 | 0 WITMER-TYSON IMPORTS, INC. | S OUTSTANDING |
| 1 | 53183 | \$242.76 | 09/18/20 | 00814 | 1 CALIFORNIA STATE DISBURSEMENT UNIT | S OUTSTANDING |
| 1 | 53184 | \$150.00 | 09/18/20 | 00814 | 0 FRANCHISE TAX BOARD | S OUTSTANDING |
| 1 | 53185 | \$836.84 | 09/18/20 | 03694 | 0 MICHELLE L DOMINICI | S OUTSTANDING |
| 1 | 53186 | \$4.00 | 09/18/20 | 01764 | 3 NATIONAL D.R.I.V.E | S OUTSTANDING |
| 1 | 53187 | \$246.00 | 09/18/20 | 01767 | 0 NPFBA | S OUTSTANDING |
| 1 | 53188 | \$2203.89 | 09/18/20 | 01758 | 1 PACIFICA FIREFIGHTERS UNION | S OUTSTANDING |
| 1 | 53189 | \$439.00 | 09/18/20 | 01758 | 0 PACIFICA FIREFIGHTERS-LTD | S OUTSTANDING |
| 1 | 53190 | \$760.00 | 09/18/20 | 01759 | 0 PACIFICA POLICE OFFICERS ASSOCIATION | S OUTSTANDING |
| 1 | 53191 | \$170.00 | 09/18/20 | 01760 | 0 PACIFICA POLICE OFFICERS SAVINGS | S OUTSTANDING |
| 1 | 53192 | \$420.00 | 09/18/20 | 01769 | 0 PACIFICA POLICE SUPERVISORS ASSOCIATION | S OUTSTANDING |
| 1 | 53193 | \$2885.00 | 09/18/20 | 01764 | 0 TEAMSTERS LOCAL #856 | S OUTSTANDING |
| 1 | 53194 | \$86.00 | 09/18/20 | 01764 | 2 TEAMSTERS LOCAL #856 | S OUTSTANDING |
| 1 | 53195 | \$22326.15 | 09/21/20 | 04608 | 0 TRI COUNTIES BANK | S OUTSTANDING |
| 1 | 53196 | \$1508.39 | 09/23/20 | 00009 | 8 AT&T | S OUTSTANDING |
| 1 | 53197 | \$4627.00 | 09/23/20 | 03874 | 0 4LEAF INC | S OUTSTANDING |
| 1 | 53198 | \$1267.72 | 09/23/20 | 00937 | 0 A-1 RHINO LININGS | S OUTSTANDING |
| 1 | 53199 | \$463.99 | 09/23/20 | 00122 | 0 AIRGAS USA, LLC | S OUTSTANDING |
| 1 | 53200 | \$25.00 | 09/23/20 | 05064 | 0 ALISON CUMMING | S OUTSTANDING |
| 1 | 53201 | \$394.20 | 09/23/20 | 00138 | 0 ALL INDUSTRIAL ELECTRIC SUPPLY, INC. | S OUTSTANDING |
| 1 | 53202 | \$1229.06 | 09/23/20 | 00140 | 0 ALL STAR FIRE EQUIPMENT INC. | S OUTSTANDING |
| 1 | 53203 | \$3241.18 | 09/23/20 | 04980 | 1 AMAZON.COM SALES, INC. | S OUTSTANDING |
| 1 | 53204 | \$1449.52 | 09/23/20 | 05005 | 0 AMERICAN TRANSIT SUPPLY | S OUTSTANDING |
| 1 | 53205 | \$58.42 | 09/23/20 | 00056 | 0 ARAMARK | S OUTSTANDING |
| 1 | 53206 | \$1888.25 | 09/23/20 | 02253 | 0 ATLAS TOWING SERVICES, INC. | S OUTSTANDING |
| 1 | 53207 | \$155.90 | 09/23/20 | 04666 | 0 B & D DONOR RECOGNITION | S OUTSTANDING |
| 1 | 53208 | \$5395.00 | 09/23/20 | 00258 | 0 BARTLE WELLS ASSOCIATES | S OUTSTANDING |

Report: CHECKREG

Generated: 16DEC19

17:00

Run: WEDNESDAY SEP3020

12:38

Page: 4

CITY OF PACIFICA
CHECK REGISTER
CHECK RANGE: 53107 - 53340

| BANK | CHECK # | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | TYPE | CHECK STATUS |
|------|---------|------------|------------|----------|---------|---|------|--------------|
| 1 | 53209 | \$234.00 | 09/23/20 | 00265 | 0 | BAY AREA AIR QUALITY MGMT DIST | S | OUTSTANDING |
| 1 | 53210 | \$261.87 | 09/23/20 | 00335 | 0 | BLUE RIBBON SUPPLY COMPANY | S | OUTSTANDING |
| 1 | 53211 | \$204.00 | 09/23/20 | 00011 | 0 | C.W.E.A. | S | OUTSTANDING |
| 1 | 53212 | \$204.00 | 09/23/20 | 00011 | 0 | C.W.E.A. | S | OUTSTANDING |
| 1 | 53213 | \$76.83 | 09/23/20 | 00452 | 0 | CALPICO INC. | S | OUTSTANDING |
| 1 | 53214 | \$205.00 | 09/23/20 | 01690 | 0 | CALTEST ANALYTICAL LAB | S | OUTSTANDING |
| 1 | 53215 | \$2926.35 | 09/23/20 | 00510 | 0 | CINTAS CORPORATION #464 | S | OUTSTANDING |
| 1 | 53216 | \$50.00 | 09/23/20 | 05065 | 0 | CLAWSON, STEPHANY | S | OUTSTANDING |
| 1 | 53217 | \$14690.00 | 09/23/20 | 03787 | 0 | CONTRACT SWEEPING SERVICES | S | OUTSTANDING |
| 1 | 53218 | \$1462.50 | 09/23/20 | 00595 | 0 | COTTON, SHIRES & ASSOCIATES, INC. | S | OUTSTANDING |
| 1 | 53219 | \$7615.26 | 09/23/20 | 00653 | 0 | DELL MARKETING L.P. | S | OUTSTANDING |
| 1 | 53220 | \$225.00 | 09/23/20 | 03283 | 1 | DEPARTMENT OF INDUSTRIAL RELATIONS | S | OUTSTANDING |
| 1 | 53221 | \$1200.00 | 09/23/20 | 04321 | 0 | DUBOCE JANITORIAL SERVICES | S | OUTSTANDING |
| 1 | 53222 | \$495.29 | 09/23/20 | 02793 | 0 | EAST PENN MANUFACTURING CO., INC | S | OUTSTANDING |
| 1 | 53223 | \$587.33 | 09/23/20 | 00714 | 1 | EBI AGGREGATES-BRISBANE | S | OUTSTANDING |
| 1 | 53224 | \$9750.00 | 09/23/20 | 04994 | 0 | ENGINEERED INSTALLATION SOLUTIONS, LLC | S | OUTSTANDING |
| 1 | 53225 | \$11.04 | 09/23/20 | 00773 | 1 | FEDEX | S | OUTSTANDING |
| 1 | 53226 | \$6470.46 | 09/23/20 | 02767 | 0 | FLYERS ENERGY, LLC | S | OUTSTANDING |
| 1 | 53227 | \$80248.90 | 09/23/20 | 03099 | 0 | FORD STORE | S | OUTSTANDING |
| 1 | 53228 | \$1920.00 | 09/23/20 | 00001 | 220 | GOMEZ, JOE | S | OUTSTANDING |
| 1 | 53229 | \$85.00 | 09/23/20 | 00027 | 2 | GOVERNMENT FINANCE OFFICERS ASSOCIATION | S | OUTSTANDING |
| 1 | 53230 | \$571.85 | 09/23/20 | 00872 | 0 | GRAINGER | S | OUTSTANDING |
| 1 | 53231 | \$386.00 | 09/23/20 | 04259 | 0 | GREEN TIRES | S | OUTSTANDING |
| 1 | 53232 | \$9687.71 | 09/23/20 | 00915 | 1 | HDR ENGINEERING | S | OUTSTANDING |
| 1 | 53233 | \$1532.17 | 09/23/20 | 00919 | 1 | HERC RENTALS INC. | S | OUTSTANDING |
| 1 | 53234 | \$170.55 | 09/23/20 | 00929 | 0 | HI-TECH EMERGENCY VEHICLE INC. | S | OUTSTANDING |
| 1 | 53235 | \$6274.04 | 09/23/20 | 04083 | 1 | INTERNATIONAL DIOXIDE, INC. | S | OUTSTANDING |
| 1 | 53236 | \$642.39 | 09/23/20 | 00990 | 0 | INTERSTATE TRAFFIC CONTROL PRODUCTS | S | OUTSTANDING |
| 1 | 53237 | \$367.08 | 09/23/20 | 01014 | 0 | JOHN THE SIGN GUY LLC | S | OUTSTANDING |
| 1 | 53238 | \$1524.98 | 09/23/20 | 01027 | 0 | K 119 OF CALIFORNIA | S | OUTSTANDING |
| 1 | 53239 | \$144.73 | 09/23/20 | 03700 | 0 | KIMBALL MIDWEST | S | OUTSTANDING |
| 1 | 53240 | \$4940.58 | 09/23/20 | 04751 | 0 | KIS | S | OUTSTANDING |
| 1 | 53241 | \$50.53 | 09/23/20 | 01095 | 0 | LINDA MAR HARDWARE | S | OUTSTANDING |
| 1 | 53242 | \$110.41 | 09/23/20 | 03779 | 0 | MAXX METALS | S | OUTSTANDING |
| 1 | 53243 | \$85.16 | 09/23/20 | 01142 | 0 | MC MASTER-CARR SUPPLY COMPANY | S | OUTSTANDING |
| 1 | 53244 | \$1000.00 | 09/23/20 | 05066 | 0 | MICHAEL PORTER | S | OUTSTANDING |
| 1 | 53245 | \$70.00 | 09/23/20 | 01165 | 0 | MILLER & O'BRIEN | S | OUTSTANDING |
| 1 | 53246 | \$105.00 | 09/23/20 | 01378 | 0 | MUSCIO SECURITY | S | OUTSTANDING |
| 1 | 53247 | \$1000.00 | 09/23/20 | 05067 | 0 | NICHOLE & BRANDON BALSELLS | S | OUTSTANDING |

| | | | | | | |
|---|-------|-------------|----------|-------|--|---------------|
| 1 | 53248 | \$5218.75 | 09/23/20 | 04632 | 0 NICHOLS CONSULTING ENGINEERS, CHTD | S OUTSTANDING |
| 1 | 53249 | \$19577.74 | 09/23/20 | 01206 | 0 NORTH COAST COUNTY WATER DIST. | S OUTSTANDING |
| 1 | 53250 | \$93.57 | 09/23/20 | 01217 | 0 OFFICE DEPOT | S OUTSTANDING |
| 1 | 53251 | \$2259.18 | 09/23/20 | 03626 | 0 OFFICE TEAM | S OUTSTANDING |
| 1 | 53252 | \$177565.18 | 09/23/20 | 01240 | 0 PACIFIC GAS & ELECTRIC CO. | S OUTSTANDING |
| 1 | 53253 | \$761.15 | 09/23/20 | 00327 | 0 PACIFICA AUTOMATIC TRANSMISSION SHOP | S OUTSTANDING |
| 1 | 53254 | \$365.93 | 09/23/20 | 00054 | 2 PAPE MACHINERY | S OUTSTANDING |
| 1 | 53255 | \$278.21 | 09/23/20 | 01336 | 0 QUILL CORPORATION | S OUTSTANDING |
| 1 | 53256 | \$124326.50 | 09/23/20 | 05044 | 0 RGW EQUIPMENT SALES, LLC | S OUTSTANDING |
| 1 | 53257 | \$1636.27 | 09/23/20 | 04860 | 0 SERRA YELLOW CAB | S OUTSTANDING |
| 1 | 53258 | \$1000.00 | 09/23/20 | 02041 | 1 SUSTAINABLE SAN MATEO COUNTY | S OUTSTANDING |
| 1 | 53259 | \$8675.83 | 09/23/20 | 04670 | 0 U.S. TELEPACIFIC CORP. | S OUTSTANDING |

Report: CHECKREG Generated: 16DEC19 17:00 Run: WEDNESDAY SEP3020 12:38 Page: 5

CITY OF PACIFICA
CHECK REGISTER
CHECK RANGE: 53107 - 53340

| BANK | CHECK # | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | TYPE | CHECK STATUS |
|------|---------|------------|------------|----------|---------|--|------|--------------|
| 1 | 53260 | \$4688.14 | 09/23/20 | 03835 | 0 | US FOODS, INC | S | OUTSTANDING |
| 1 | 53261 | \$235.26 | 09/23/20 | 02899 | 1 | UTILITY TELECOM GROUP, LLC | S | OUTSTANDING |
| 1 | 53262 | \$522.56 | 09/23/20 | 04999 | 0 | VISUAL EDGE, INC. | S | OUTSTANDING |
| 1 | 53263 | \$57112.17 | 09/23/20 | 04832 | 1 | WOODARD & CURRAN, INC. | S | OUTSTANDING |
| 1 | 53264 | \$500.06 | 09/23/20 | 01747 | 0 | ZEP SALES & SERVICE | S | OUTSTANDING |
| 1 | 53265 | \$338.25 | 09/30/20 | 00060 | 0 | A & D AUTOMATIC GATE AND ACCESS | S | OUTSTANDING |
| 1 | 53266 | \$1034.68 | 09/30/20 | 00094 | 0 | ADAM-HILL COMPANY, THE | S | OUTSTANDING |
| 1 | 53267 | \$140.76 | 09/30/20 | 00136 | 0 | ALHAMBRA | S | OUTSTANDING |
| 1 | 53268 | \$676.27 | 09/30/20 | 04980 | 1 | AMAZON.COM SALES, INC. | S | OUTSTANDING |
| 1 | 53269 | \$283.96 | 09/30/20 | 05005 | 0 | AMERICAN TRANSIT SUPPLY | S | OUTSTANDING |
| 1 | 53270 | \$312.12 | 09/30/20 | 00009 | 2 | AT&T MOBILITY | S | OUTSTANDING |
| 1 | 53271 | \$153.93 | 09/30/20 | 00225 | 0 | ATCO INTERNATIONAL | S | OUTSTANDING |
| 1 | 53272 | \$2600.00 | 09/30/20 | 05069 | 0 | B & K CONSTRUCTION | S | OUTSTANDING |
| 1 | 53273 | \$1134.65 | 09/30/20 | 03885 | 1 | BATTLE BORN MEDIA | S | OUTSTANDING |
| 1 | 53274 | \$20405.00 | 09/30/20 | 00265 | 0 | BAY AREA AIR QUALITY MGMT DIST | S | OUTSTANDING |
| 1 | 53275 | \$192.93 | 09/30/20 | 00128 | 3 | BAY AREA NEWS GROUP | S | OUTSTANDING |
| 1 | 53276 | \$5021.70 | 09/30/20 | 00335 | 0 | BLUE RIBBON SUPPLY COMPANY | S | OUTSTANDING |
| 1 | 53277 | \$1206.00 | 09/30/20 | 00421 | 0 | CALIFORNIA DIESEL & POWER | S | OUTSTANDING |
| 1 | 53278 | \$72.00 | 09/30/20 | 01690 | 0 | CALTEST ANALYTICAL LAB | S | OUTSTANDING |
| 1 | 53279 | \$5050.00 | 09/30/20 | 03814 | 1 | CAPPSTONE, INC. | S | OUTSTANDING |
| 1 | 53280 | \$595.05 | 09/30/20 | 00510 | 1 | CINTAS | S | OUTSTANDING |
| 1 | 53281 | \$889.69 | 09/30/20 | 00510 | 0 | CINTAS CORPORATION #464 | S | OUTSTANDING |
| 1 | 53282 | \$1044.90 | 09/30/20 | 02168 | 1 | COMCAST | S | OUTSTANDING |
| 1 | 53283 | \$24688.37 | 09/30/20 | 00611 | 1 | CSG CONSULTANTS, INC. | S | OUTSTANDING |
| 1 | 53284 | \$2138.37 | 09/30/20 | 00622 | 0 | CURTIS & SONS, L.N. | S | OUTSTANDING |
| 1 | 53285 | \$412.32 | 09/30/20 | 03590 | 0 | DASH MEDICAL GLOVES | S | OUTSTANDING |
| 1 | 53286 | \$30078.70 | 09/30/20 | 00647 | 0 | DC FROST ASSOCIATES, INC. | S | OUTSTANDING |
| 1 | 53287 | \$1730.65 | 09/30/20 | 00653 | 0 | DELL MARKETING L.P. | S | OUTSTANDING |
| 1 | 53288 | \$2960.00 | 09/30/20 | 02130 | 1 | DRYCO CONSTRUCTION, INC. | S | OUTSTANDING |
| 1 | 53289 | \$16661.00 | 09/30/20 | 01854 | 0 | DYETT & BHATIA | S | OUTSTANDING |
| 1 | 53290 | \$12468.13 | 09/30/20 | 04275 | 0 | EKI ENVIRONMENT & WATER, INC | S | OUTSTANDING |
| 1 | 53291 | \$31.55 | 09/30/20 | 00773 | 0 | FEDEX | S | OUTSTANDING |
| 1 | 53292 | \$2051.16 | 09/30/20 | 03146 | 0 | GINTER, MICHAEL | S | OUTSTANDING |
| 1 | 53293 | \$1130.61 | 09/30/20 | 00872 | 0 | GRAINGER | S | OUTSTANDING |
| 1 | 53294 | \$288.42 | 09/30/20 | 02252 | 0 | INTERSTATE ALL BATTERY CENTER | S | OUTSTANDING |
| 1 | 53295 | \$746.32 | 09/30/20 | 04086 | 1 | JACK DOHENY COMPANY | S | OUTSTANDING |
| 1 | 53296 | \$50.00 | 09/30/20 | 05068 | 0 | JESSICA LEE BODDORFF | S | OUTSTANDING |
| 1 | 53297 | \$3500.00 | 09/30/20 | 01019 | 0 | JOINT VENTURE: SILICON VALLEY NETWORK | S | OUTSTANDING |
| 1 | 53298 | \$358.02 | 09/30/20 | 01027 | 0 | K 119 OF CALIFORNIA | S | OUTSTANDING |
| 1 | 53299 | \$606.02 | 09/30/20 | 01812 | 1 | KBA DOCUSYS | S | OUTSTANDING |
| 1 | 53300 | \$528.26 | 09/30/20 | 01055 | 1 | KONE INC | S | OUTSTANDING |
| 1 | 53301 | \$14628.52 | 09/30/20 | 02166 | 0 | KUBWATER RESOURCES, INC. | S | OUTSTANDING |
| 1 | 53302 | \$4950.00 | 09/30/20 | 02488 | 0 | KUNAKOV, VICTORIA | S | OUTSTANDING |
| 1 | 53303 | \$120.18 | 09/30/20 | 01070 | 0 | LAURETTA PRINTING COMPANY | S | OUTSTANDING |
| 1 | 53304 | \$1130.00 | 09/30/20 | 01127 | 0 | MARK OLSON ELECTRIC INC | S | OUTSTANDING |
| 1 | 53305 | \$1685.63 | 09/30/20 | 03779 | 0 | MAXX METALS | S | OUTSTANDING |
| 1 | 53306 | \$1348.65 | 09/30/20 | 01183 | 0 | MUNICIPAL MAINTENANCE EQUIPMENT, INC. | S | OUTSTANDING |
| 1 | 53307 | \$780.67 | 09/30/20 | 04207 | 0 | NATIONWIDE | S | OUTSTANDING |
| 1 | 53308 | \$168.76 | 09/30/20 | 01217 | 0 | OFFICE DEPOT | S | OUTSTANDING |
| 1 | 53309 | \$1266.51 | 09/30/20 | 03626 | 0 | OFFICE TEAM | S | OUTSTANDING |
| 1 | 53310 | \$3628.76 | 09/30/20 | 02027 | 0 | OLIVER PACKAGING AND EQUIPMENT COMPANY | S | OUTSTANDING |

Report: CHECKREG Generated: 16DEC19 17:00 Run: WEDNESDAY SEP3020 12:38 Page: 6

CITY OF PACIFICA
CHECK REGISTER
CHECK RANGE: 53107 - 53340

| BANK | CHECK # | CHECK AMT | CHECK DATE | VENDOR # | ADDRS # | VENDOR NAME | TYPE | CHECK STATUS |
|------|---------|------------|------------|----------|---------|------------------------------------|------|--------------|
| 1 | 53311 | \$186.66 | 09/30/20 | 01243 | 0 | PACIFIC MANOR HARDWARE, INC. | S | OUTSTANDING |
| 1 | 53312 | \$96.40 | 09/30/20 | 04418 | 0 | PACIFIC OFFICE AUTOMATION | S | OUTSTANDING |
| 1 | 53313 | \$1281.94 | 09/30/20 | 01297 | 0 | PARS | S | OUTSTANDING |
| 1 | 53314 | \$5586.00 | 09/30/20 | 01300 | 0 | PEPPER BROS BUILDING MAINTENANCE | S | OUTSTANDING |
| 1 | 53315 | \$204.11 | 09/30/20 | 03071 | 0 | PHENOVA | S | OUTSTANDING |
| 1 | 53316 | \$13783.48 | 09/30/20 | 03782 | 0 | PRIORITY 1 PUBLIC SAFETY EQUIPMENT | S | OUTSTANDING |
| 1 | 53317 | \$73.67 | 09/30/20 | 01336 | 0 | QUILL CORPORATION | S | OUTSTANDING |
| 1 | 53318 | \$12443.89 | 09/30/20 | 04026 | 0 | RANEY PLANNING AND MANAGEMENT, INC | S | OUTSTANDING |
| 1 | 53319 | \$110.16 | 09/30/20 | 01402 | 1 | SAFETY-KLEEN CORP. | S | OUTSTANDING |
| 1 | 53320 | \$23003.09 | 09/30/20 | 00055 | 0 | SAN MATEO COUNTY FORENSIC LAB | S | OUTSTANDING |
| 1 | 53321 | \$151.88 | 09/30/20 | 01423 | 0 | SAN MATEO LAWN MOWER SHOP | S | OUTSTANDING |
| 1 | 53322 | \$16106.00 | 09/30/20 | 04646 | 0 | SCHAAF & WHEELER | S | OUTSTANDING |

Attachment: FY 2020-2021 Disbursements 53107-53340 (3408 : Disbursements - Dated 09/16/20 through 09/30/20)

| | | | | | | |
|---|-------|-----------|----------|-------|---|---------------|
| 1 | 53323 | \$365.62 | 09/30/20 | 01450 | 0 SEAVIEW TIRE & BRAKE CENTER | S OUTSTANDING |
| 1 | 53324 | \$225.59 | 09/30/20 | 05070 | 0 SEMPER SOLARIS | S OUTSTANDING |
| 1 | 53325 | \$68.72 | 09/30/20 | 02182 | 0 SERVICE PRESS, INC. | S OUTSTANDING |
| 1 | 53326 | \$105.00 | 09/30/20 | 02471 | 0 SIGNAWEEST SYSTEMS, INC. | S OUTSTANDING |
| 1 | 53327 | \$.01 | 09/30/20 | 04881 | 1 SUNBELT TRANSFORMER, LTD | S OUTSTANDING |
| 1 | 53328 | \$7774.20 | 09/30/20 | 01570 | 0 SYNAGRO WEST, LLC | S OUTSTANDING |
| 1 | 53329 | \$610.19 | 09/30/20 | 02642 | 2 T-MOBILE CORPORATION | S OUTSTANDING |
| 1 | 53330 | \$2712.45 | 09/30/20 | 01582 | 0 TEC OF CALIFORNIA, INC. | S OUTSTANDING |
| 1 | 53331 | \$1579.14 | 09/30/20 | 01587 | 0 TELECOMMUNICATIONS ENGINEERING ASSOCIATES | S OUTSTANDING |
| 1 | 53332 | \$58.89 | 09/30/20 | 04874 | 0 THE DIRECTV GROUP, INC. | S OUTSTANDING |
| 1 | 53333 | \$3000.00 | 09/30/20 | 01610 | 0 TITUS INDUSTRIAL GROUP | S OUTSTANDING |
| 1 | 53334 | \$142.79 | 09/30/20 | 00001 | 251 TONG, EVA | S OUTSTANDING |
| 1 | 53335 | \$1896.50 | 09/30/20 | 04935 | 1 TRITECH SOFTWARE SYSTEMS | S OUTSTANDING |
| 1 | 53336 | \$232.62 | 09/30/20 | 02757 | 0 U.S. BANCORP EQUIPMENT FINANCE, INC. | S OUTSTANDING |
| 1 | 53337 | \$7094.50 | 09/30/20 | 01656 | 1 UNITED SITE SERVICES OF CA, INC. | S OUTSTANDING |
| 1 | 53338 | \$667.68 | 09/30/20 | 01684 | 0 VERIZON WIRELESS | S OUTSTANDING |
| 1 | 53339 | \$450.00 | 09/30/20 | 03373 | 0 WILLIAM J FEISTER PHD | S OUTSTANDING |
| 1 | 53340 | \$1199.87 | 09/30/20 | 01747 | 0 ZEP SALES & SERVICE | S OUTSTANDING |

| | | | |
|---------------------------|-----|---------------|--------------|
| TOTAL # OF ISSUED CHECKS: | 234 | TOTAL AMOUNT: | 1,598,743.94 |
|---------------------------|-----|---------------|--------------|

| | | | |
|-------------------|---|---------------|------|
| TOTAL # OF WIRES: | 0 | TOTAL AMOUNT: | 0.00 |
|-------------------|---|---------------|------|

| | | | |
|--|---|---------------|------|
| TOTAL # OF VOIDED/REISSUED/UNCLAIMED CHECKS: | 0 | TOTAL AMOUNT: | 0.00 |
|--|---|---------------|------|

| | | | |
|------------------------|---|---------------|------|
| TOTAL # OF ACH CHECKS: | 0 | TOTAL AMOUNT: | 0.00 |
|------------------------|---|---------------|------|

| | |
|-----------------------------|---|
| TOTAL # OF UNISSUED CHECKS: | 0 |
|-----------------------------|---|

| | | | | | |
|------------------|--------------------|-------|------------------------|-------|---------|
| Report: CHECKREG | Generated: 16DEC19 | 17:00 | Run: WEDNESDAY SEP3020 | 12:38 | Page: 7 |
|------------------|--------------------|-------|------------------------|-------|---------|

FUND TOTALS

| FUND | FUND NAME | ISSUED TOTAL | VOIDED/REISSUED TOTAL |
|---------|--------------------------------|--------------|-----------------------|
| 001 | GENERAL FUND | 464,243.22 | 0.00 |
| 005 | TRUST AND AGENCY FUND | 1,351.46 | 0.00 |
| 007 | S.L.E.S. FUND | 7,615.26 | 0.00 |
| 009 | STREET CONSTRUCTION FUND | 4,627.00 | 0.00 |
| 010 | GAS TAX MAINTENANCE FUND | 28,608.89 | 0.00 |
| 012 | HIGHWAY 1 IMPROVEMENT FUND | 76.02 | 0.00 |
| 018 | SEWER CHARGE FUND | 268,328.76 | 0.00 |
| 019 | PLANNED LOCAL DRAINAGE FUND | 46,054.67 | 0.00 |
| 022 | GENERAL CAPITAL IMPROVEMENT | 13,709.10 | 0.00 |
| 027 | PB&R - R DAVIES TRUST | 118,815.00 | 0.00 |
| 028 | PB&R SPECIAL REVENUE | 1,636.27 | 0.00 |
| 034 | SEWER FACILITY CONSTRUCT. FUND | 511,815.73 | 0.00 |
| 035 | BEACH PARKING FUND | 1,706.19 | 0.00 |
| 038 | DISASTER ACCOUNTING FUND | 17,479.35 | 0.00 |
| 071 | MOTOR POOL OPERATIONS FUND | 17,376.92 | 0.00 |
| 072 | MOTOR POOL REPLACEMENT FUND | 95,300.10 | 0.00 |
| TOTAL - | | 1,598,743.94 | 0.00 |

Attachment: FY 2020-2021 Disbursements 53107-53340 (3408 : Disbursements - Dated 09/16/20 through 09/30/20)



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Approval of Minutes

RECOMMENDED ACTION:

Move to approve the minutes of the Special City Council meeting held on October 2, 2020 and the minutes of the regular City Council meeting held on October 12, 2020.

STAFF CONTACT:

Sarah Coffey, City Clerk
650-738-7307
coffeys@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

Approval of Special City Council meeting held on October 2, 2020 (Attachment A) and the minutes of the regular City Council meeting held on October 12, 2020 (Attachment B).

FISCAL IMPACT:

None.

ORIGINATED BY:

City Clerk

ATTACHMENT LIST:

Attachment A: Minutes of October 2, 2020 Special Meeting (PDF)
Attachment B: Minutes of October 12, 2020 Regular Meeting (PDF)



**CITY OF PACIFICA
CITY COUNCIL MINUTES**

Zoom Meeting: <https://zoom.us/j/97517063017>
Dial-in: 1-669-900-6833 | WebinarID: 975 1706 3017

Mayor Deirdre Martin
Mayor Pro Tem Sue Beckmeyer
Councilmember Sue Vaterlaus
Councilmember Mary Bier
Councilmember Mike O'Neill

SPECIAL MEETING

October 02, 2020 (FRIDAY)
www.cityofpacifica.org

Mayor Deirdre Martin called the meeting to order on October 2, 2020 at 12:00 PM

12:00 PM OPEN SESSION

Call to Order

Mayor Martin called the meeting to order at 12:00 p.m., stating that all councilmembers were present and announced the Closed Session business to be discussed.

| Attendee Name | Title | Status | Arrived |
|----------------|---------------|---------|---------|
| Deirdre Martin | Mayor | Present | |
| Sue Beckmeyer | Mayor Pro Tem | Present | |
| Sue Vaterlaus | Councilmember | Present | |
| Mary Bier | Councilmember | Present | |
| Mike O'Neill | Councilmember | Present | |

Staff Present: Kevin Woodhouse, City Manager; Michelle Kenyon.

Public Comment on Closed Session Agenda Item

Mayor Martin opened public comments and, seeing no one, closed public comment and adjourned to closed session.

I. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2)(e)(1): (One Case)

RESUME OPEN SESSION

Mayor pro Tem Beckmeyer announced resuming the Open Session at 1:02 pm following the closed session.

II. CLOSED SESSION REPORT

Mayor pro Tem Beckmeyer requested the closed session report from City Attorney Kenyon.

City Attorney Kenyon stated that there is no reportable action.

ADJOURN

Mayor pro Tem Beckmeyer adjourned the meeting at 1:03 pm.

Respectfully Submitted,

Sarah Coffey, City Clerk

Deirdre Martin, Mayor



CITY OF PACIFICA CITY COUNCIL MINUTES

Zoom Meeting: <https://zoom.us/j/92575872757>

Dial-in: 1-669-900-6833 | WebinarID: 925 7587 2757

Alt 1: <https://www.cityofpacifica.org/LiveStream>

Alt 2: Cable Channel 26

Mayor Deirdre Martin
Mayor Pro Tem Sue Beckmeyer
Councilmember Sue Vaterlaus
Councilmember Mary Bier
Councilmember Mike O'Neill

October 12, 2020 (MONDAY)

www.cityofpacifica.org

Mayor Deirdre Martin called the meeting to order on October 12, 2020 at 7:03 PM

6:00 PM CLOSED SESSION

Mayor Martin called the meeting to order at 6:00 p.m., stating that all councilmembers were present and announced that the Council would meet in Closed Session. City Attorney Kenyon announced the business to be discussed.

Mayor Martin opened public comments and, seeing no one, closed public comment and adjourned to closed session.

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Section 54956.9 (1 Potential Case).

7:00 PM OPEN SESSION

Call to Order

Mayor Martin reconvened the meeting at 7:03 p.m.

City Clerk Coffey took a verbal roll call.

Mayor Martin explained the conditions for having Council meetings pursuant to the provisions of the Governor's executive order, N-25-20 and N-39-20, which suspends certain requirements of the Brown Act and pursuant to the orders of the Health Officer of San Mateo County, dated June 17, 2020, to conduct necessary business as an essential governmental function. City Councilmembers and City staff essential to this meeting will be video/teleconferencing into the meeting, and there will be no physical location open to the public. The public can observe and participate in the meeting via the Zoom link provided in the Agenda or by phone to the dial-in number and Webinar ID provided in the Agenda. This meeting can also be viewed live via local TV Channel 26 or online at www.cityofpacifica.org/LiveStream. She also gave information on how to present public comments live if participating by Zoom or phone and how written and emailed public comments will be handled.

City Clerk Coffey stated that the agenda item of appeal of the Planning Commission's approval of a wireless communication facility at 1307 Redwood Way will not be considered at this

meeting and will be considered at a future City Council Meeting on a date to be determined and the city will provide public notice as required by law.

| Attendee Name | Title | Status | Arrived |
|----------------|---------------|---------|---------|
| Deirdre Martin | Mayor | Present | |
| Sue Beckmeyer | Mayor Pro Tem | Present | |
| Sue Vaterlaus | Councilmember | Present | |
| Mary Bier | Councilmember | Present | |
| Mike O'Neill | Councilmember | Present | |

Staff Present: Kevin Woodhouse, City Manager; Michelle Kenyon, City Attorney; Tina Wehrmeister, Acting Asst. City Manager/Planning Director; Lisa Petersen, PW Director; Sam Bautista, PW Dep. Director; Louis Sun, PW Dep. Director-Wastewater Div.; Dan Steidle, Police Chief; Clyde Preston, Safety Inspector-North County Fire Authority; Mike Perez, PB&R Director; Lia Maksoud, Human Resources Manager; Sheila Tiroyao, Financial Services Manager; Tommy Yu, IT Manager; Sarah Coffey, City Clerk, Elizabeth Brooks, Asst. City Clerk.

Salute to the Flag led by Mayor Martin

Closed Session Report

City Attorney Kenyon stated that there was no reportable action.

SPECIAL PRESENTATIONS

A. Proclamation - Fire Prevention Month October 2020

Mayor Martin stated that they have a proclamation for Fire Prevention Month October 2020. She asked if there was anyone present representing Fire.

Safety Inspector Clyde Preston stated he was present from North County Fire Authority.

Mayor Martin read the proclamation then invited Safety Inspector Preston to say a few words.

Safety Inspector Preston thanked the city for declaring Fire Prevention Month in Pacifica. He mentioned that usually they are talking about their annual open house at Station 72, but due to the Covid situation they were unable to do that. He stated that they have made an effort to reach out to children and the schools and sent them a website called sparkyschoolhouse.org which allows teachers to incorporate their fire safety messages into several subjects that are part of their normal curriculum to get it out to the children. He thanked Council on behalf of their staff for declaring fire prevention month in Pacifica.

Councilmember Bier thanked them for their service.

Mayor pro Tem Beckmeyer thanked him as well.

Councilmember Vaterlaus thought it was a good idea to change the batteries in the smoke detector when they change their clocks and you know they will always be good. She

understood they have ten-year batteries, but if you have the old ones, you need to change them.

Mayor pro Tem Beckmeyer thanked them for their effort to do outreach for students. She acknowledged that it was an unusual year as ordinarily they have visits to the schools. She stated that they appreciated whatever level of effort they were able to do.

CONSENT CALENDAR

Mayor Martin asked if anyone wanted to pull any items from the consent calendar.

Councilmember O'Neill wanted to pull Item #7 on job descriptions and he had a question on Item #8, child care.

Mayor Martin opened up public comments, and seeing no one, closed public comments.

- 1 - O'Neill minus Items #7 and #8
- 2 - Beckmeyer

City Clerk Coffey took a vote by verbal roll call.

Vote: 5-0 (Consent Calendar, minus Agenda Items #7 & #8)

| | |
|--|---|
| CONSENT CALENDAR MINUS ITEMS #7 & #8: | |
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Mike O'Neill, Councilmember |
| SECONDER: | Sue Beckmeyer, Mayor Pro Tem |
| AYES: | Martin, Beckmeyer, Vaterlaus, Bier, O'Neill |

Agenda Items #7 & #8 Discussion:

Councilmember O'Neill stated that former Asst. City Manager Hines did the yeomen's work of budgeting, financials, etc., but he didn't see that in the Asst. City Manager's job description, and he asked what we will be doing on finance and city budgetary items.

City Manager Woodhouse stated that the finance side in this interim period is being covered by Financial Services Manager Tioyao and him, as well as some efforts from acting Asst. City Manager/Planning Director Wehrmeister. He stated that on the long-term position placement the major finance tasks are under review and on the next agenda or first agenda in November they are targeting some job description changes that are related to that.

Councilmember O'Neill concluded that they didn't forget about the budget but continuing to revise them.

City Manager Woodhouse stated that he never forgets about the budget.

Councilmember O'Neill didn't think he did, but he was just clarifying what was going on.

Councilmember O'Neill stated that in reading Item #8, he didn't think it was the child care for the portables at the school and asked if it was the child care at the Community Center.

City Manager Woodhouse stated that he will turn the question to PB&R Director Perez who he thought was online.

PB&R Director Perez stated that it was for their regular childcare, not for the Community Center as it is an annual contract that they do for subsidized childcare for the state preschool programs.

Councilmember O'Neill referred to the current economy and that they are taking pay cuts or not working, and asked if there was any way to expand the subsidized daycare since more people will probably need it and he also asked about getting more portables at the schools.

PB&R Director Perez stated that they were not currently looking at that for preschool, but for the space needs, you need staff members. If they don't have enough staff, they won't be able to fill out the space. He stated that they have been talking to the Pacifica School District, and they offered some additional space to them, but they were unable to meet that because if not having enough staff. He stated that they are now under Covid restrictions in terms of the amount of children they can have, how many students and teachers in a classroom, and they are handling all they can take. He stated that they have some that in a subsidized program and if they are not attending in person they are part of virtual learning.

Councilmember O'Neill asked if the restrictions were changed, he asked if he would foresee there being a waiting list or will the city be able to ramp up and will this item's amount cover the ramped up figure.

PB&R Director Perez stated that there has been no reduction in their state contract and their subsidized program is being funded to the amount planned pre-Covid. He stated that, if schools started, they would be getting those who want to come into the program. He didn't know if, when children go back to school, they will be coming in full time and they may be on an A/B schedule and they will still be dealing with a smaller number of children and not up to their capacity.

Councilmember O'Neill stated that last week the state legislature looked like they would be doing some big budget cuts and would be cutting school funding. He asked if he thought this is a program that might get the budget ax.

PB&R Director Perez stated that he didn't want to say no, but with all indications to this point, we have done well and were waiting to get paid for the last quarter for some of the subsidized contract for the last fiscal year. He stated that sometimes the state will change a lot of what they say, but they have been fairly consistent in trying to support childcare and he felt pretty good about that, but was hesitant to predict what will happen.

Councilmember O'Neill referred to the deferred payments they commonly do with school districts of kicking them into the next fiscal year, and if we haven't been paid for the June quarter and were into the fourth quarter of October and still haven't been paid, he concluded they were deferring those payments to us.

PB&R Director Perez stated that the quarter he was talking about was the last fiscal year quarter, through June.

Councilmember O'Neill understood that he was saying that they haven't paid us for that.

PB&R Director Perez stated that they should be getting that pretty soon. He stated that it was not that unusual for things to come in a little bit late and his department to figure out all the finances many months after the end of the fiscal year.

Councilmember O'Neill stated that was his concern, because when he was on the school board and they deferred payments like that, they kept saying next year but the check was in the mail and never got there.

PB&R Director Perez stated that he didn't know if he would call this an official deferment and maybe just a little late. He stated that they weren't concerned about it.

Councilmember O'Neill stated that he supports subsidized daycare, but he was concerned about our cash flow as we are pretty close to the vest too.

PB&R Director Perez stated that they have their concern, stating that a bigger hit would be full cost child care but as far as they know, the subsidized program is going into contract and they will be funded.

Councilmember O'Neill stated that they spent some money out of the childcare reserve fund for some capital improvements, and he asked if that fund can be used to cover any deferments from the state if needed.

PB&R Director Perez stated that, once they do get the money for the last quarter, they will not need to take anything out of the reserve for the last fiscal year. He stated that, on moving forward, they will assess that at the mid-year to see where they are at, adding that the whole city will be assessing a lot at the mid-year.

Mayor Martin stated that, what she was hearing from the private preschools is that enrollment is down as a lot of parents are keeping their kids home. She stated that our preschool enrollment is down and they are looking for people. She concluded that there is availability in Pacifica now.

Councilmember O'Neill stated that he was just concerned about state payments being deferred and the city's cash flow as we are still going to be paying the rent and paychecks and we have outflow but no inflow. He trusts Director Perez' experience to know how it is going to work.

Mayor pro Tem Beckmeyer stated that she didn't get a chance to jump in on Item #7 before he segued to Item #8. She has a question on Item #7 as well. She was thinking along the same lines that Councilmember O'Neill brought up, and they didn't forget about the budgeting, fiscal responsibilities, but speaking more to the piece about the director of Planning function and overall how this adjustment relates to that, and asked for an overview of that by the city manager.

City Manager Woodhouse stated that the Asst. City Manager position since Asst. City Manager Hines was here was always an ACM/Dept. Director, and in his case the director of finance and administrative services. He stated that 5-6 years ago, that was a high priority area for the city and obviously still is, but at the same time, as Council is aware, in recent years, we had a significant uphill climb regarding major planning efforts. He stated that the functionality of planning expertise, both as part of the Asst. City Manager role and increasing planning functionality in the Planning Department is what is really driving this reclassification change and new job descriptions to fulfill the city's business needs as best possible. He thought it works well, focusing on those very important needs, Coastal Commission work, Local Coastal Plan,

General Plan, Specific Plan, etc., and he also mentioned finance is of crucial importance and they have an Economic Development Manager position that is vacant. He stated that the next organizational assessment he is undertaking is to bring back some recommendations to Council regarding those position and how to best fill the city's business needs. He hoped he answered her question. He then added to what Director Perez said regarding childcare and what Councilmember O'Neill brought up. He stated that, with the coronavirus impact, back when they developed the budget, they emphasized the importance of our mid-year budget update this year and childcare is one example and there are also other example areas about how they have been impacted very deeply. He stated that stuff will play out, mentioning that they received some CARES Act funding to backfill some of those direct expenses, but the mid-year budget will be where they will see a deeper analysis of all childcare issues, Parks & Rec, Public Works, etc., because they will hopefully have a better glimpse on what transpired over the last nine months plus what might be coming up in the next years.

Councilmember O'Neill moved to approve Items #7 and #8 from the consent calendar; seconded by Councilmember Vaterlaus.

City Clerk Coffey took a vote by verbal roll call.

Vote: 5-0 (Agenda Items #7 & #8)

| | |
|----------------------------------|---|
| AGENDA ITEMS #7 & #8: | |
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Mike O'Neill, Councilmember |
| SECONDER: | Sue Vaterlaus, Councilmember |
| AYES: | Martin, Beckmeyer, Vaterlaus, Bier, O'Neill |

1. Approval of Disbursements for 09/01/20 through 09/15/20.
PROPOSED ACTION: Move to approve attached list of disbursements for 09/01/20 through 09/15/20.
2. Approval of Minutes
PROPOSED ACTION: Move to approve the minutes of the special City Council meeting held on September 29, 2020.
3. Accept report and make a determination that conditions of local emergency continue to exist within the Pacifica Coastline from Westline Drive to the end of Beach Boulevard.
PROPOSED ACTION:

Accept report and make a determination that conditions of local emergency continue to exist within the Pacifica Coastline from Westline Drive to the end of Beach Boulevard.
4. Proclamation Confirming Existence of Local Emergency at the Anza Pump Station.
PROPOSED ACTION: Accept report and make a determination that conditions of local emergency continue to exist at the Anza Pump Station at the Pacifica State Beach.
5. Accept Continuation of Proclamation of the Existence of a Local Emergency Regarding Novel (new) Coronavirus ("COVID-19").
PROPOSED ACTION: Accept report and make a determination that conditions of local emergency continue to exist regarding Novel (new) Coronavirus ("COVID-19").

6. Letter to .Gov Domain Registration to request authority over pacifica.gov domain
PROPOSED ACTION: Authorize the Mayor to sign a letter to the .Gov Domain Registrar (U.S. Government) to request authority over the pacifica.gov domain.
7. Revisions to Job Descriptions for the Assistant City Manager and Planning Director Classifications and Creation of the New Classification of Deputy Director of Planning.
PROPOSED ACTION: Move to adopt the resolution revising the job descriptions for the Assistant City Manager and Planning Director classifications and creating the new classification of Deputy Director of Planning.
8. Approval of Contract with San Mateo County Office of Education for the Purpose of Providing State Preschool Classes for Fiscal Year 2020-2021 in the Amount of \$333,395.
PROPOSED ACTION: Adopt the Resolution entitled "A Resolution of the City Council of the City of Pacifica Approving Agreement to This Transaction with the San Mateo County Superintendent of Schools for the Purpose of Providing Child Care and Development Services and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2020/21" and authorize staff to pursue future one-time only funds, State funds, QRIS (Quality Rating and Improvement System), Grants, and any amendments, or County support if they become available during fiscal year 2020-2021.
9. Adoption of a Resolution of the City Council of the City of Pacifica approving the First Amendment to the Lease Agreement between the City of Pacifica and the Pacifica Spindrift Players for the premises located at 1050 Crespi Dr. (also known as the Pacifica Cultural Arts Center and Spindrift Theater); authorizing the City Manager to execute the amendment to the lease agreement.
PROPOSED ACTION: Move to adopt the resolution approving the First Amendment to the lease agreement between the City of Pacifica and the Pacifica Spindrift Players for the premises located at 1050 Crespi Dr. (also known as the Spindrift Theater and formerly known as the Pacifica Cultural Arts Center); authorizing the City Manager to execute the amendment to the lease agreement.

ORAL COMMUNICATIONS

Dep. City Clerk Brooks announced speakers for Oral Communications.

Carolyn Jaramillo, Pacifica, thanked Council for the work they are doing to keep us safe during Covid. She stated that, at a recent meeting for Advocates for the Unhoused on the coast, she learned that people who are forced to live in their motor homes are now experiencing a great deal of suffering because of the implementation of the oversized vehicle ordinance and some of the confusion surrounding that ordinance and the signage. She felt that Council could alleviate that suffering. She stated that there is a great deal of confusion about places where motor homes can park legally and she asked that they ask the Police Department to make this information available to people living in their motor homes so they will not risk betting a \$78.00 ticket. She also requested that Council ask the police to discontinue shining bright lights into the motor homes at night and also asked that they post a message on the city's website disavowing the harassment of homeless people who are forced to live in motor homes and ask residents to

contact an outreach worker at the PRC if they feel they have some issue with a homeless person or if they see a homeless person that needs assistance. She stated that they want to take to heart the signs that say "Pacifica United Against Hate". She stated that Council has the leadership and the platform to do that. She also asked that they reach out to any church willing to provide safe parking and waive the fee for that parking permit. She asked that Council not give up their responsibility to provide safety for vulnerable people and reach out to experts in the county and other jurisdictions who have created successful solutions.

Suzanne Moore, Pacifica, agreed with the remarks made by Carolyn Jaramillo. She was hopefully not going to repeat many of the wonderful things she said. She stated that, on September 30, Pacifica Housing for All hosted a community meeting on Pacifica's homeless which featured a video with stories of three Pacificans who lost their homes and the video was followed by reports from three experts serving the homeless, Anita Rees from PRC, Laura Bent from Samaritan House and Paster Paul Bains from Project We Hope. She stated that they had a few Zoom glitches but was filled with valuable information on systems and services for the unhoused and shared success stories in which people were helped to stable housing. She stated that Pastor Bains spoke about East Palo Alto's decision to proceed with a community program in spite of opposition and he said that the larger community understood the importance of helping neighbors. She stated that the unhoused are experiencing a deterioration of their already challenged day to day struggles. Due to problems with signage, people are receiving the tickets mentioned by Ms. Jaramillo which is costly for those with few funds. She stated that five tickets can result in a home being towed regardless of efforts to comply with the law and there are some bad actors in our community who are threatening, harassing and vandalizing those who are homeless. She stated that many in the community believe that no one should have to live in our streets, but especially in this pandemic and economic downturn, we should help our unhoused neighbors. She stated that Council can hold enforcement of the oversized vehicle ordinance until Pacifica police make clear the areas for legal over-sized vehicle parking. She stated that past tickets could be forgiven during this initial time of confusion and we definitely should speak out against negative words and actions harmful to our unhoused neighbors. She stated that a recent survey reminds us that the majority of those who live in motor homes were priced out of their housing here but have strong ties to our community. She stated that over 70% are working poor and a growing number of unhoused are over age 50. She stated that we look forward to a time when all Pacificans are housed, safe, and are able to reach their whole potential and contribute to our community. She stated that it will only be possible if you give a hands up to those who need a pathway to housing. She asked that we seek solutions rather than barriers to help our neighbors find their way home.

Lena Koenig, Pacifica, stated she is calling in regard to the Redwood Way Verizon application. She knows it is being continued and she would like to thank everyone on Council for all their hard work they have put into this. She mentioned that, while Verizon works on a new location for the Redwood site, it was important to protect the other homes and residents from having the same problem in the future. She asked that they add an agenda item to start the process of officially updating the wireless ordinances.

Heiko Ritter, Pacifica, stated that he lives on Redwood Way. He personally thanked the Council for their continuing work with Verizon in trying to find a more suitable site for all the residents in the neighborhood. He also encouraged Council to put a future agenda item to update the wireless ordinances for Pacifica, stating that no resident in Pacifica should have a wireless communication facility at the end of their driveway. He thanked everyone working behind the scene.

COUNCIL COMMUNICATIONS

Councilmember O'Neill stated that he attended the Commute.org meeting via Zoom with no big news. He attended the Pacifica Democrats where they had several elected bodies and candidates come to speak. They had a debate for the Council candidates for Districts 1 and 4. He stated that he attended the Library JPA meeting and there was a lot of usage, short hot spots and took every hot spot out. He stated that they have extended Wi-Fi to parking lots and if you need to get to a Wi-Fi, you can go to the library parking lot and park there to access their Wi-Fi. He attended the Congestion Management meeting and he had an opportunity to chime in with the commute.org's strategic plan via a phone call. He stated that one of the interesting questions was "what would Pacifica feel if commute.org was to not be there anymore and go out of business," and he commented that, until you provide service, we won't miss you since they don't do anything in Pacifica. He stated that it was funny as that was the same thing Sue Digre said last year. He attended the League of Cities Coastal Cities group via Zoom. He stated that there were quite a few people from up and down the state, with different cities discussing what their challenges are with the Coastal Commission. He also attended the Airport Roundtable and they have come out with more ways to report airline noise but, when they are asked what they will do with it, they don't tell you. He stated that he attended several meetings for drive-in movie night with a blow up screen such as what happened in Half Moon Bay. He thought it was scheduled for October 20. He thanked city staff for facilitating the permitting on that and moving it along. He also thanked the owner of Sea Bowl for allowing the woman, Judith Mel, to use his parking lot.

Councilmember Bier attended the County Covid-19 briefing. While she doesn't always attend it, it was good to check in and hear all the updates from that. She attended the League of California Cities Annual Conference and she was able to attend a few of the workshops. She stated that the role of government in adopting climate change was one leadership in a time of uncertainty as no one has seen the radial equity. She appreciated being allowed to attend the workshops as she thought it was important to keep learning as we go along in trying to make decisions. She attended the Joint Articulation meeting between both school districts and water district and the city. She thought it was good to have relationships with other people in the city and other agencies in a way to share information with each other. She let the superintendent of the Jefferson Union High School District, Dr. Terry Deloria, know how much we appreciate her and we are going to miss her. She is going to retire and we will have Toni Presta as the new superintendent. She stated that there has been a lot of news about some gyms and health facilities and a lot of bantering back and forth with some not very nice things happening. She wanted to take this opportunity to let people know that we all handle Covid a little differently and we have a choice about where we can go to the gym. She stated that there are a lot of gyms in Pacifica that have worked hard trying to get everything in place so they can open up in the right way.

Councilmember Vaterlaus attended another town hall with Scott Weiner about the new rent issues, and she attended a meeting held by an attorney about the rent issues. She got two different sides which was quite interesting to hear the differences. She attended a meeting on homelessness put on by Suzanne Moore's group. She went to the San Mateo County Emergency Services council and they went over all the fires. She stated that it was amazing what they all went through with the fires. She stated that they talked a lot about the fire in San Mateo County. She was on the San Mateo County Recovery Council for Covid and they are coming up with new things all the time to try to make sure that, after this is over, there is equity between everyone. She went to the League of Cities coastal group which she thought was interesting because there was a person who spoke from the Coastal Commission. She stated

that it was interesting to hear someone from the Coastal Commission.

Mayor pro Tem Beckmeyer stated that she attended the League of Cities conference and found it to be very beneficial. It zeroed in on some issues related to CalPers and trying to get a better understanding of the impacts and economic changes and how that affects the amount of funding the city needs to provide to meet our CalPers obligations at a time when CalPers' own investments are not returning at the level at which they planned. She was a part of the Coastal Cities group meeting and thought it was well attended by Pacifica as obviously we have a lot of interest in the relationship between the League of Cities and the Coastal Commission and the issues on which they are focusing have to do with short term rentals and how they affect the ability to provide equivalent hotel short stays. She stated that there was a lot of discussion and she was pleased to hear about the impact that can have on providing housing availability. She was curious to know if they hear much of that. She stated that it has been on the work plan for a year but it seems like they are developing that. She stated that the other issues have to do with our Local Coastal Plans and working more closely with Coastal Commission staff on making the timelines realistic for developing a plan and how shorter intervals of time be approached for re-evaluating certain parts of the plan so they are not going decades before they get re-upped. She stated that those were really important things to keep focused on. She attended a couple of sessions on making smart streetscapes and looking at what other cities have done around including the bio swales and traffic calming and all those things that we have been doing in Pacifica and she wanted to invest time in those.

Mayor Martin stated that she has been working with a few cities and Supervisor Dave Pine and Menlo Park on a climate alliance. She stated that they are drafting framework. A small group of San Mateo County cities formed when a wild fire took everyone away and the Office of Sustainability started to draft a framework for climate alliance and the goal was to get to zero emissions by 2030 and that is give or take discussion points. She stated that we have representation from San Mateo and transportation agencies, Center for Clean Energy, county supervisor and more of the cutting edge environmental cities. She stated that Pacifica is considered one of them, and we have been talked about far and wide in terms of our ability to adopt reach codes very early on and a lot of the other cities look to Pacifica to see what we are doing. She stated that Dave Pine is amazing in being able to rally the troops in support of helping to bring awareness and how we talk about and transition off fossil fuels and better GHG emissions in the next ten years. She stated that we are the last generation that has the ability to do something about it and we are trying to take advantage of that and working hard to make sure we can get a framework together work on funding mechanisms, etc. She mentioned that they have all been receiving emails about various topics, hearing them, talking about them, although they may not hear back from council immediately, but they are listening, mentioning RVs, Balboa Way, EQ-basin, climate emergencies, wildfire concerns, homeless concerns and they hear them and they are prioritizing as best they can. She asked to remember that we still are in the midst of a pandemic and they are asking for patience. She stated that opening a playground is not easy and we want to do it right and be protective of our community and have worked hard to keep our numbers low and want to make sure that we are continuing to do that. She asked for patience and remembering to wear a mask and bring their anti-bacterials, wash hands, and maintaining the 6-foot distancing. She mentioned that Halloween is coming out and we have to get our pods together now and asked everyone to be safe.

STAFF COMMUNICATIONS

City Manager Woodhouse stated that he had a few updates, starting with coronavirus response actions. He referred to the mayor mentioning playgrounds, and he stated that they are

evaluating what the state has said regarding playgrounds, as well as the county and are working on a plan for reopening those, striving for them to be opened in a safe manner while understanding that there are operational expenses that need to be balanced with that. He asked everyone to stay tuned as there will be more to come in the future about what the plan is related to playgrounds. He stated that they have been working with the County on their campaign and window clings of which they have received a stack from the County which says "Help stop the spread of Covid-19, Learn More at smcgov.org as our comeback depends on all of us. He stated that with the window clings, in English, Spanish and Chinese, they will work with the Chamber of Commerce for the distribution of them to Pacifica businesses. He stated that, regarding the coronavirus, the Pacifica Police Dept. Is working on coordinating a drive-through testing event in Pacifica with more details to come. He stated that it is in coordination with the county and their request to hold the new kinds of drive-through testing events and again more details to come. He stated that the importance of increased testing is that, the more we test and the more the tests come back negative, the county wide numbers stay appropriate and keep us in the zone we are in regarding reopening. He then called attention to something he finds exciting which is one of the consent calendar items that was approved by Council is our application to get pacifica.gov domain name and we can now submit that application with Council's direction and implement that change. He stated that, in implementing that change, the old domain name will still apply as well as it is a gradual process. At a point in the future, they will announce that pacifica.gov will take them to the city's website. He also attended several sessions of the virtual League of California Cities Conference and he always finds those sessions to be valuable, adding that there are more sessions than they can all collectively attend but it was very informative and, for the most part, was pulled of pretty well in the virtual environment.

PUBLIC HEARINGS

10. Consideration of continuing the public hearing of an appeal of the Planning Commission's approval with conditions of Site Development Permit PSD-843-19, Coastal Development Permit CDP-409-19, Use Permit UP-118-19, and Sign Permit S-131-19 for construction of a three-story mixed-use building (known as 1300 Danmann) consisting of ground floor commercial space and six residential apartments located at the north quadrant of the intersection of Kent Road and Danmann Avenue in the 1200 block of Danmann Avenue (APNs 023-013-010 and 023-013-020) (File No. 2019-025); and finding the project exempt from the California Environmental Quality Act (CEQA).
PROPOSED ACTION: Move to **CONTINUE** the item to the regularly scheduled City Council meeting on November 9, 2020.

Planning Director Wehrmeister briefly reported that this was by mutual request of both the appellant and applicant asking that the item be continued to November 9.

Mayor Martin opened the public hearing, and seeing no one, closed the public hearing.

Councilmember Vaterlaus moved to postpone the item to the regularly scheduled City Council meeting on November 9, 2020; seconded by Mayor pro Tem Beckmeyer.

City Clerk Coffey took a vote by verbal roll call.

AGENDA ITEM #10:

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Sue Vaterlaus, Councilmember
SECONDER: Sue Beckmeyer, Mayor Pro Tem
AYES: Martin, Beckmeyer, Vaterlaus, Bier, O'Neill

CONSIDERATION

11. Report on Street Maintenance Program and Authorization of Program Improvements and Next Steps

PROPOSED ACTION: Accept the 5-year Street Maintenance Program for FY 20/21 to FY 24/25; Authorize the start of design for the FY 20/21 and 21/22 Street Maintenance Programs; Approve an agreement for a Pavement Utility Cut and Vehicle Impact Fee Study between the City of Pacifica and NCE Consultants in the amount of \$75,000 from the Gas Tax Maintenance Fund (Fund 10) with at 15% contingency for a total contract amount not to exceed \$86,250.

City Manager Woodhouse made an introductory comment then handed it over to PW Director Petersen.

PW Director Petersen presented the staff report.

Councilmember Vaterlaus stated that she looked at all the streets and, as usual, the city is starting in Linda Mar first. She stated that she has been talking to a lot of people and their biggest issues are streets. She lives in the north end and it is always last. She asked why they determined the streets in the program and the years when they were going to be done.

PW Director Petersen stated that the way the streets are determined comes from the streetsaver program on what streets they think they should do first. She stated that they are trying to group streets so they get a cost benefit from the contractors when they come in and do those streets. She stated that doing both the programs together for Linda Mar will give a very large cost benefit to the city because they will get better bid prices by doing that. She stated that in the past they had just done Monterey and they did some slurry seal and overall there has been limited pavement work that has been going on, but a lot of where the areas are coming from is the program.

Councilmember Vaterlaus concluded that they tell them where to start. She stated that it is all in groups, such as a Sharp Park group, north end Fairmont Westview group a South Linda Mar group and Park Pacifica, all the streets grouped together. She was asking about the order in which they do them.

PW Director Petersen stated that she mentioned during the presentation that they have a pavement consultant that comes in and help group the streets by year. She stated that, if they have a contractor that came in who was going to do a little piece of the north.

Councilmember Vaterlaus stated that she was saying they were groups, and to do each group.

Councilmember O'Neill stated that he had spoken with the PW Director on the phone, and he

wanted to clarify that he understood her correctly, that when they do the stop gap stuff, they would do the center of the street but where cars are parked would not be done.

PW Director Petersen stated that it depends on the street as every street would be different. There has to be an assessment and it will be part of the design element that they will be doing and every street that is getting the stop gap treatment will have to be reviewed for what type of pavement repairs are going to have to happen in order for them to come in and put that cape seal treatment or stop gap treatment on the street. It will vary from street to street.

Councilmember O'Neill concluded that some streets will have a new center and old sides. He wanted to be sure everyone knows that is the potential coming in.

PW Director Petersen stated that it is not an overlay so it is a cape seal, but they do have to go in there and they have to do some pavement repairs in some areas in order to even be able to use the stop gap treatment on some streets that are in the poor or very poor condition category. She stated that it depends on how back the condition of the street is. She stated that they would go in and do what they call leveling course or what they consider patching to try and cover up some of the worst spots to be able to get that cape seal treatment on the street and have it work correctly.

Councilmember O'Neill referred to the contract for NCE, and stated that it says \$75,000 with the contingency of \$12,000 and he found it odd that they were saying on the first page that they were willing to pay another \$11,000 or \$12,000. He thought that was odd. He thought, if it is \$75,000 it is \$75,000 and why are they putting in the contract that they will pay another \$12,000 if this happens.

PW Director Petersen stated that there are some optional items shown in that contract, and if they were to use any additional contingency, it would be for those optional items that they have already stated and listed and already have pricing for. She stated that ultimately, they are not anticipating that they will be using that.

City Manager Woodhouse clarified that almost all of our Public Works contracts have contingency dollars and the use of those contingency dollars is vetted through the project need or change orders and it goes through its own evaluation process to allow the contingency to be used.

Councilmember O'Neill concluded that the NCE vendor was chosen by MTC, as he went back to look at the report from 2019 and he saw they had QES and, being familiar with it, he asked why they are not using QES again.

PW Director Petersen stated that NCE is on our on-call list and QES. She stated that there were about four pavement consultants, maybe five, in the area that rotate and do the cities program. She suspects that NCE has been in Pacifica before and has done an assessment on Pacifica's streets. She stated that the way MTC works, is they like to switch out their consultants, as they don't want to have the same consultant come out two years later and be the same consultant. She stated that NCE is one of the premier pavement consultants in the Bay Area and have been here for many years and are on the city's on call list. She stated that they felt this was a little bit more challenging task of trying to figure out the best way to prevent the city's streets from dropping into the reconstruction category and they were going to be the most qualified to do that.

Councilmember O'Neill referred to the potential fee for looking for utilities, such as cutting the street, etc., and he asked if that would also apply to the North Coast County Water District.

PW Director Petersen stated that they will come back and have a discussion with Council. She stated that ultimately the way most cities implement it is that it impacts anybody who is cutting the city streets and anyone coming in to cut the city streets would pay this impact fee. She mentioned that it was one of the most destructive thing that happens to pavement. Once you cut that pavement, even if you come back and patch that trench and make it look almost exactly as the pavement looked before, they found that when they go out and do the flection testing on the pavement, it has lost years of life and that is scientific facts of pavement and distress studies they have done over the years. She stated that typically cities would implement that with every utility but they would be coming back to Council to have a discussion if and how Council wanted to implement fees.

Councilmember O'Neill asked if the study would also have something for a sewer lateral replacement which is a cut in the middle of the street. He asked if that would be included in the study and they would start charging that fee.

PW Director Petersen responded affirmatively, adding that any time your street is cut, you're going to be impacting the life of that street, whether it is a sewer lateral or down the center of the street, and that is probably one of the most destructive things that happens to pavements. She stated that how the fee will be implemented or if it is implemented will be up to Council.

Councilmember O'Neill referred to Recology trucks, stated that, in theory there will be three trucks coming down his street, and he asked if that was considered part of the rate increase when they look at rate increases for Recology.

PW Director Petersen stated that the study has not been done yet and there has been no fee developed, and it would not be included in anything of the upcoming discussion with Recology on their fees, and it will be happening in November. She stated that they will probably have to have a discussion with Council on when and how they would want to implement any fee recommendations that come out of the study.

Councilmember O'Neill stated that he was curious as Recology is going through their exercise now to raise garbage rates but if they implement a fee next year which is usually done in February or March, then he thought that would be held into Recology's rate increase or request for an increase next year if they go for one. He asked if that was one of the legitimate ones that goes into the contract with Recology.

PW Director Petersen stated that if they have the fee now and Council says that they want to implement that fee, it would be something that would legitimately go into the contract.

Councilmember O'Neill concluded that we are no longer paid by SamTrans for the buses.

PW Director Petersen stated that was her understanding.

Councilmember Vaterlaus agreed with Councilmember O'Neill that the sewer laterals are the worst problem because they cut a big section, fill it to the top or over the top in the beginning and it gets tamped down and then it sinks. She wondered if they require them to come back out a year later and refill that where they did sewer lateral changes.

Mayor Martin questioned if that required a response.

Councilmember Vaterlaus responded that it did not.

Mayor Martin recalls from a couple of years ago when they went through the same stuff with Van O'Campo and it would make sense to her. She stated that she knows how to explain it to people, and it is unfortunate because people don't want to hear that their street is not getting addressed and why, as it is a very lengthy explanation. She gets it, and probably the only reason she understands it because she has been thoroughly versed in it. She thanked the director and staff. She supports the recommendation.

Councilmember O'Neill asked about public comments.

Mayor Martin asked if there were any more questions and then she opened up for public comments,

Dep. City Clerk Brooks introduced the speaker.

Tygarjas Bigstyk, Pacifica, thanked Director Petersen for a great presentation, adding that it was great to have her expertise. He hopes she is getting Pacifica off on the right foot as we desperately need it in terms of our pavement condition index. He stated that it sounds like a good plan, but he has a question, dovetailing off of the Mayor's comments regarding it being very unsatisfying for some residents, he felt the most visceral demonstration he has in his mind is Rockaway Beach Avenue where he understood that it was basically a 0 condition on the pavement index. He understood that it was the example of a road that absolutely will need a full reconstruction. He asked, for a street such as that, whether she had a ballpark idea of how long it might take to get the funding for a street like that, whether 5 or 20 years. He wanted a very broad ballpark idea of what it would look like to get a street like that reconstructed. He stated that some people in our community are desperately desiring to know if they get a street that at some point will be maintained rather than reconstructed.

Mayor Martin closed public comments.

Councilmember Bier asked PW Director Petersen if she would address Tygarjas Bigstyk's question.

PW Director Petersen thought the City Manager may want to jump in on this as well. She stated that this is a matter of identifying funding strategies and if we identify a funding strategy, we start collecting revenue from that funding strategy. She has seen it happen in two or three years where quite a number of streets have been taken care of that were in very poor condition. She stated that it is a bigger discussion that needs to happen with Council, and she will leave it to the City Manager to discuss it more.

City Manager Woodhouse stated that she was correct. He stated that, as Council is aware, the city has numerous very high cost dollar infrastructure funding challenges. He stated, as mentioned in report, one of the intentions behind the vision 20/25 and beyond discussion is to really explicitly evaluate and address those and identify what kinds of large capital dollar funding mechanisms exist and would the citizens of Pacifica be interested in pursuing it to make these improvements. He stated that there are numerous assessment districts for which the city is putting together information that could be utilized to other tax revenue measures. He stated that is a very big picture of a long term look and evaluation and conversation that is necessary to

have when you are talking about \$20-50 million projects to achieve the vision that Council sees for Pacifica's future.

Mayor Martin moved accept the 5-year Street Maintenance Program for FY 20/21 to FY 24/25; authorize the start of design for the FY 20/21 and 21/22 street maintenance programs; approve an agreement for a pavement utility cut and vehicle impact fee study between the City of Pacifica and NCE consultants in the amount of \$75,000 from the Gas Tax Maintenance Fund (Fund 10) with a 15% contingency for a total contract amount not to exceed \$86,250; seconded by Councilmember O'Neill.

City Clerk Coffey took a vote by verbal roll call.

Councilmember O'Neill thanked the PW Director.

Councilmember Bier thanked her also, adding that she lived on one of those streets that is never going to get paved and she appreciated that any language she can get to tell her neighbors.

Councilmember Vaterlaus stated that there are lots of them.

AGENDA ITEM #11:

RESULT: ADOPTED [UNANIMOUS]

MOVER: Deirdre Martin, Mayor

SECONDER: Mike O'Neill, Councilmember

AYES: Martin, Beckmeyer, Vaterlaus, Bier, O'Neill

12. Vision 2025 Project Purpose Statement and Scope of Work

PROPOSED ACTION: Review, discuss, and approve a Purpose Statement and primary elements of the scope of work for the Vision 2025 and Beyond Strategic Financial Planning project.

City Manager Woodhouse presented the staff report.

Councilmember Bier stated that she didn't have questions, just comments and asked if she should save them.

Mayor Martin stated that she could go ahead as it might spark some discussion.

Councilmember Bier stated that, when looking at the purpose statements, she thought any time the city has the opportunity to create a purpose statement and a vision, it would be important to include equity and inclusion in some shape or form. She stated that, when it says committed to long term future that will help Pacificans thrive, they could add in that it is equitable and inclusive as she felt that phrase was important to add in to any statement they make as a vision for the city.

Councilmember O'Neill suggested equitable and inclusive to all Pacificans.

City Attorney Kenyon stated that, if they are going to start making edits to the purpose, they should probably have public comment first.

Mayor agreed, asked if anyone had questions, and then opened public comments.

Dep. City Clerk Brooks announced the speakers.

Kimberly Williams, Pacifica, thought it was the right thing that they are doing, and she thanked Councilmember Bier for her great suggestion for this statement. She wanted to state that creating a vision statement for Pacifica and creating the vision is an amazing opportunity to imagine what Pacifica could be in the future. She stated a vibrant and beautiful, healthy city that takes into account the challenges of climate change and sea level rise and addresses them while building a more robust infrastructure and a more robust financial leader and a more sustainable ...

Mayor Martin stated that she was breaking up.

Ms. Williams stated ... it is going to be critical and she encouraged them to think about the opportunity to plan for solutions that can build in ways to help those who currently reside in Pacifica but also to build a great future for the people who will reside in Pacifica in the future, i.e., the young people. She encouraged them to take advantage of that.

Mayor Martin stated that, while she broke up a little bit, they got the gist.

Mayor Martin closed public comments.

Councilmember O'Neill referred to the revision statement Councilmember Bier wanted to add, stating that they had opportunities, challenges and strategies to achieve this vision because we have challenges with sea level rise, fire, storms, as well as infrastructure and finance, and he thought putting the word "challenges" would add something to the statement.

City Manager Woodhouse wanted to clarify one item which he thought about after writing the report which is that he wanted to be clear that this is the purpose statement for the RFP and for the study, but not intended to be a vision statement as the project was intended to develop the vision. He stated that it was a nuance thing as the purpose is important and the recommendations made so far are perfect for the purpose statement, but it is not intended to capture what the vision is but to direct the purpose of this study. He asked if that makes sense to them.

Councilmember Bier agreed that it made sense, but she thought having the word vision in the title is a little misleading as they will think they are creating a vision statement and she stated that is what people will see when they see this.

City Manager Woodhouse asked if it would help clarify that difference by saying the purpose of the Pacifica Vision 20-25 and beyond. He stated that it says project which he was going to add but it is already in there. He didn't know what would help to clarify that.

Mayor Martin agreed it was a purpose statement and as long as it is defined as a project they will go with that. She said that Councilmember Bier brought up equity and she would like to bring up climate. She stated that the City Manager, Planning Director and Planning Commissioners had some information that was released from the United States Army that is a policy statement that says that any decisions that they make have to take in to consideration climate predictions. She stated that the Navy will probably adopt that very soon. She stated that the San Mateo County Climate Alliance were also interested in that information as well.

She said it was just a recommendation that when they go out for an RFP that is something they consider. She stated that she probably won't be around for that, but she would like to make a plug for that.

City Manager Woodhouse wants to be clear on Council's direction would be on that concept. He stated that one of the pieces in there is, as expressed in the Council's priorities, that there are numerous infrastructure and enhanced programs and services. He stated that one of those goals is our environmental sustainability and our climate action plan as one of those specific enhanced services or goals. He asked, for the purpose of the purpose statement, if the Council is interested in adding any individual items like that. He stated that they are not mentioning a lot of the other goals specifically in the purpose statement.

Mayor Martin stated that she wasn't asking to add it to the purpose statement, and she was looking at the other slides to see if it was more applicable as a general statement. If Councilmembers are in agreement that at some point they should make sure they know that when going out to RFP they should know they are interested in considering climates.

City Manager Woodhouse asked City Clerk Coffey if she could go forward to slide 4 as he wants to be sure they are clear. He stated that the last element is synthesizing the Council's goals and priorities so that many priority projects and initiatives are where things like environmental sustainability and climate action plan and economic development and affordable housing are all part of the current vision, and this works to synthesize those and emphasize all of them.

Mayor pro Tem Beckmeyer agrees with Mayor Martin's point, and as she went back and forth between a paragraph on page 171 and the one on page 172, of looking at the purpose and scope of this. She thought, if there was a way to incorporate the notion of resiliency because she feels like it addresses a few different areas. She stated that they have to have resiliency in response to climate related circumstances that are changing over time and they have to have resiliency in regard to our housing and looking ahead to the different kinds of housing structures as they referenced on City Council's priorities. She didn't know if that would be a word that could speak to that.

Mayor Martin likes the word as resiliency denotes sort of reactionary but creating a policy by which you are co-active in thought. She agreed about being agile and resilient, but she thought they are proactive in their climate action.

Councilmember O'Neill asked the city manager if he understood this, stating that the vision statement he read would be on the cover page or the page after the cover page. Then they would get into this as part of the duties they are going to do. He stated that, if they are doing an RFP, they will be going after consultants.

City Manager Woodhouse responded affirmatively.

Councilmember O'Neill stated that he has the title page of City of Pacifica, RFP 4, and then they will have the vision statement, and then the scope of work. He stated that this was all part of his scope of work to go into the more detailed and nitty-gritty.

City Manager Woodhouse stated he was correct. He stated that an RFP would begin with what is the purpose of this project, and that is what the purpose statement for the study is, not the vision statement.

Councilmember O'Neill stated that you then get into the scope of work, which is what the rest is, and they start to get into minutia of climate change, street repairs, etc., whatever they want to talk about. He stated that he was okay with the way it is.

City Manager Woodhouse stated that he heard a couple Councilmembers mention the idea of working the word resilience or resiliency into the purpose statement and also mentioned was adding opportunities, challenges and strategies. He noted that, and when they get to more deliberation and Council wants to talk more about how to incorporate that it would be great.

Councilmember Bier asked if he included equitable and inclusive also.

City Manager Woodhouse apologized, stating that he had noted that as well.

Councilmember Bier stated that they might have an opportunity to talk a little about that and it is in the public engagement of surveys. She thought, if they can put within and across all sectors to ensure equity and opportunity or something like that.

City Manager Woodhouse asked if she was suggesting that, when the surveys of the public are done, there are questions about equity and inclusion.

Councilmember Bier stated that she was talking about when the surveys are implemented they have to go across all the sectors.

Mayor pro Tem Beckmeyer asked if she was referring to being inclusive of all points of view.

Councilmember Vaterlaus stated of all people.

Councilmember Bier responded affirmatively.

Mayor pro Tem Beckmeyer wanted to add to something the City Manager mentioned that they have had similar projects like this before but she thought referencing the street presentation they had earlier, she thought what needs to come through and make this a very useful project for them is tying the financing of what they want to do and making it very clear on linking those two things up because they can have processes and she thinks people who have lived in Pacifica a long time know there have been strategic planning efforts over time, financing city services function but pulling together, which may get to the point about telling Pacifica's story, she stated that they can't do the things they want to do in this community without that strong financial plan. She was reflecting on things that Sr. Planner Murdock said about having the vision and intention to move forward in a different way because continuing with what they have been doing gets them where they are. She referred to helping people understand why the financing city services piece is so important and what the options are, and she thought that a good case hasn't been made and a good understanding of all the different elements that feed into that and how we can maintain, but she added that we can improve. She stated that we can't build a road in Rockaway Beach now and it wasn't part of the plan that Director Petersen put forward because we can't afford to. She stated that the beneficial outcome of this project is going to be to make it very clear what we need to do financially to be able to do what we want to do with the community going forward.

Councilmember Bier agreed that was what this was all about, but we can still be careful about how we use the language explaining it.

City Manager Woodhouse stated that, so far, he has heard adding to the purpose statement the equitable and inclusive to all Pacificans, adding challenges with opportunities, challenges and strategies, as well as working in resiliency or a resilient future. He stated that he can work with those and incorporate that unless Council wants to do that now. He stated that, in terms of the five major elements of the RFP, he didn't hear any big gaps that existed and he missed. He stated that, when you do an RFP of this sort, you always want to leave openness to the consultant's experience and creativity on how to best fulfill the purpose of the project, and that will be in there. He stated that they want to hear and see creative ideas that a consulting team may have and would evaluate that as part of the consultant's selection and it is an important piece. He stated that, unless there are other elements they are missing and need to add, he thought all the above information.

Mayor Martin stated that she didn't hear him repeat back what she said, but she thought it was because she agreed that it would be on slide 4 as a part of building that into it, whatever the outcome is, whether it is policy, etc., and making sure that we are incorporating our consideration for climate change offsetting.

City Manager Woodhouse asked if there was any other input.

Mayor Martin thought, unless Council wants to revise the purpose statement now, she would recommend that the City Manager work his magic and come back to Council or they agree that he will do a good job and they support that.

Councilmember Vaterlaus stated that details are further out and adding details to it doesn't make sense.

Councilmember O'Neill agreed, adding that they should just let the City Manager do what he does.

Mayor Martin agreed.

City Manager Woodhouse stated that the report mentions it a little bit, but he had preliminarily entitled this Vision 20-25 and beyond because they sort of lost a year in the process and it didn't sound that great to say vision 20-26. He stated that it is his take, but through the process, the end product will probably result in some different and creative title of what the product is and this is just a working title to start the project.

Councilmember O'Neill asked if they needed to make a motion.

City Manager Woodhouse stated that a head nod or a motion in terms of endorsing the purpose statement with those additions would be great. It works for him. He appreciates it and it will be an exciting endeavor.

| | |
|----------------|-------------------------|
| RESULT: | NO VOTE REQUIRED |
|----------------|-------------------------|

ADJOURN

Mayor Martin adjourned the meeting at 9:11 p.m.

Transcribed by Barbara Medina, Public Meeting Stenographer.

Respectfully Submitted,

Sarah Coffey, City Clerk

Deirdre Martin, Mayor



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Approval of First Amendment to Agreement Between the City of Pacifica and Freyer & Laureta, Inc. (F&L) for Construction Engineering and Mediation Support Services, in the Amount of \$51,645 and increase the Cost Ceiling of the Agreement to \$119,745 for the Balboa Way Repair Project (C030B).

RECOMMENDED ACTION:

Move to approve the First Amendment (Attachment 1) to an Agreement Between the City of Pacifica and Freyer & Laureta, Inc. (F&L) for Construction Engineering and Mediation Support Services in the Amount of \$51,645 and increase the Cost Ceiling of the Agreement to \$119,745; in connection with the Balboa Way Repair Project (C030B); and authorize the City Manager to execute all documents associated with this Agreement.

STAFF CONTACT:

Lisa Petersen, Director of Public Works
(650) 738-3767
petersenl@ci.pacifica.ca.us

Sam Bautista, Deputy Director of Public Works\City Engineer
(650) 738-3767
bautistas@ci.pacifica.ca.us

Louis Sun, Deputy Director of Public Works-Wastewater
(650) 738-4660
sunl@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

The City of Pacifica (City) approved the Wet Weather Equalization Basin (EQ Basin) project as one of the key mitigation measures in order to comply with the Regional Water Quality Control Board's Cease and Desist Order (CDO) to the City. On March 16, 2017 the EQ Basin project was advertised for bid and the Council awarded the construction contract to Sierra Mountain Construction, Inc. (SMCI) on May 22, 2017.

During the course of EQ Basin project construction activities, Balboa Way between Anza Drive and Arguello Boulevard was damaged. The purpose of the Balboa Way Repair Project (Project) is to restore portions of the pipeline work area, including City owned utilities. The project limits include the entire extent of Balboa Way including all private driveways on the west side of Balboa Way, and portions of Anza Drive and Arguello Boulevard. The primary areas of damage include the intersection of Balboa Way and Anza Drive, approximately 300 feet of the west side of Balboa Way south of the intersection with Anza Drive, and the intersection of Balboa Way and Arguello Boulevard. Damage has been observed to sidewalks, curbs and gutters, private driveways, pavement, storm drains, sanitary sewer, and potable water infrastructure. The Project will reconstruct all impacted above and below grade City-owned and maintained infrastructure, as well as the North Coast County Water District (NCCWD) existing 6-inch water main located under the western Balboa Way sidewalk.

On August 26, 2019, the City Council approved an agreement with Freyer & Laureta Inc. (F&L) for the design services of Balboa Way Repair Project. This scope of services for Balboa Way Repair Project has been prepared in accordance with the City's Public Works process for on-call engineering services for Civil Engineering. Staff solicited proposals from BKF Engineers, CSG Consultants, Freyer & Laureta, Inc., and NCE. Staff selected F&L based on each firm's understanding of the project scope, available staffing resources, ability to meet City's deadlines, and each firm's experience with similar type of project. Staff determined F&L's proposal provided the best option to execute the work. F&L's proposal consists of five tasks and one optional task. The tasks are 1) Topographic and Boundary Survey; 2) Identify Improvement Limits; 3) Prepare Construction Documents; 4) Bid Support; 5) Engineering Services During Construction; and an optional task 6) Prepare North Coast County Water District (NCCWD) Water Line Replacement Construction Documents.

On May 26, 2020, the City Council awarded the construction contract for the Balboa Way Repair Project to C2R Engineering. Although C2R Engineering is expected to finish the work as projected by the end of October 2020, there were unexpected conditions that required additional scope and work efforts by F&L. The unexpected conditions experienced are: 1) the project encountered some unanticipated field conditions with the NCCWD water line replacement which required changes and modification to the original design; 2) there were also a number of added driveways and driveway approaches that needed to be modified in order to meet ADA (American Disability Act) requirements; and 3) the City's mediation effort with SMCI required additional support from F&L. F&L's First Amendment is to cover this additional scope of work and is detailed in Attachment 1.

Staff has reviewed the proposal from F&L and found that the proposed additional work is adequate. The City Manager therefore recommends approval of the First Amendment to agreement with F&L.

ALTERNATIVE ACTION:

Council may choose to not approve the consultant agreements; however, such action will result in delay to the mediation effort and the repair of Balboa Way and surrounding area. This delay could cause further hardship to the resident of that affect area, and Staff does not recommend this alternate action.

RELATION TO CITY GOALS AND WORK PLAN:

Approval of the agreement is consistent with the following Council adopted Goals:

- ***Stewardship of City Infrastructure and Maintaining a Safe Community:*** This project will repair and enhance City's streets, sidewalks, curb and gutters, and utilities in the lower Linda Mar Valley.

FISCAL IMPACT:

The First Amendment to the agreement with Freyer & Laureta will be in the amount of \$51,645 and increase the Cost Ceiling of the Agreement to \$119,745. The following table summarizes the total agreement cost:

| | |
|----------------------------------|--------------|
| Freyer & Laureta, Inc. Agreement | \$ 68,100.00 |
| First Amendment | \$ 51,645.00 |

| | |
|-----------------------------|---------------------|
| TOTAL AGREEMENT COST | \$119,745.00 |
|-----------------------------|---------------------|

There are sufficient funds to cover this agreement amount under the Wastewater Enterprise Capital Improvement Fund 34. Because the work under this agreement is a result of SMCI's damage to the neighborhood infrastructure, the City will be seeking reimbursement for these and other related costs from SMCI.

ORIGINATED BY:

Public Works - Wastewater Division

ATTACHMENT LIST:

Attachment 1 - First Amendment to Consultant Services Agreement (PDF)

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

This First Amendment to Agreement for Consultant Services (the "First Amendment") is made and entered into this 12 day of October, 2020, by and between THE CITY OF PACIFICA, a municipal corporation (hereinafter referred to as "CITY") and **FREYER & LAURETA, INC.**, a California Corporation (hereinafter referred to as "CONSULTANT").

RECITALS

WHEREAS, on August 26, 2019, CITY and CONSULTANT entered into that certain agreement entitled "*Agreement for Consultant Services*" ("Agreement") to provide engineering design services in connection with the Balboa Way Repair Project in an amount not to exceed \$68,100; and

WHEREAS, CITY and CONSULTANT now desire to enter into this First Amendment to provide for CONSULTANT to provide engineering services and mediation support during construction phase of the Balboa Way Repair Project, and increase the Cost Ceiling of the Agreement an additional \$51,645 from \$68,100 to \$119,745; and

AGREEMENT

NOW, THEREFORE, for the considerations hereinafter set forth, the parties hereby amend the Agreement as follows:

1. Exhibit A to the Agreement, describing the Scope of Work, shall be amended as shown in Exhibit A, attached hereto.
2. Section 2.1 of the Agreement, "Compensation" is hereby amended to read as follows:

Compensation. Compensation for the Services shall be in accordance with Exhibit B, Compensation, attached hereto and incorporated herein. It is agreed that the compensation for the Services shall not exceed \$119,745 ("Cost Ceiling").

3. Section 3.1 of the Agreement, "Effective Date" is hereby amended to read as follows:

Effective Date. This Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed on or before December 31, 2021 (the "Term").

4. **Agreement in Effect.** Except as amended by this First Amendment, the Agreement shall remain in full force and effect.
5. **Counterpart Signatures.** This First Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the date set forth above.

CITY OF PACIFICA

By: _____
Kevin Woodhouse, City Manager

Date _____

Attest

By: _____
Sarah Coffey, City Clerk

Date _____


Approved As To Form

By: _____
Michelle Marchetta Kenyon, City Attorney

Date _____

CONSULTANT

FREYER & LAURETA, INC.

By:  _____
Jeffrey J. Tarantino, P.E. (C63936)
Vice President

Date September 29, 2020

EXHIBIT A
SCOPE OF WORK

Attachment: Attachment 1 - First Amendment to Consultant Services Agreement [Revision 1] (3407 : Approval of First Amendment to



**FREYER &
LAURETA, INC.**

CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

REVISION 1 - September 29, 2020

Mr. Louis Sun, P.E.
Assistant Director of Public Works - Wastewater
City of Pacifica
700 Pacific Coast Highway
Pacifica, CA 94044

**Subject: Proposed Additional Scope of Services and Budget
Engineering Design Services for Balboa Way Repair Project**

Dear Louis:

Freyer & Laureta, Inc. (F&L) is pleased to submit this proposal to the City of Pacifica (City) to provide additional services for the Balboa Way Repair Project (Project). The purpose of the Project is to restore portions of Balboa Way, including City owned utilities, damaged by Sierra Mountain Construction, Inc. (SMCI) as part of SMCI's work related to the City's Wet Weather Flow Equalization Basin Project (EQ Basin Project). Construction of the improvements began in June 2020 and work is on-going. During the course of the work, the City has requested additional support to coordinate with the residents along Balboa including additional meetings to review the proposed improvements and modify the improvements, if feasible, based on additional requests.

The City is also requesting continued assistance for the City's efforts to respond to SMCI's various claims related to the EQ Basin Project. F&L will be available to respond to requests from the City including developing exhibits, review technical information, and attend meetings.

Scope of Work

The following paragraphs identify the additional scope for existing tasks and new tasks.

Task 5: Engineering Services During Construction

F&L will continue to provide Engineering Services During Construction including the following:

- Review and response of up to ten additional submittals. F&L assumes each submittal will require no more than 2 hours of Staff Engineer II time to review and respond.

San Francisco Office:
150 Executive Park Blvd, Suite 4200
San Francisco, CA 94134
Tel: (415) 534-7070
www.freyerlaureta.com

San Mateo Office:
144 North San Mateo Drive
San Mateo, CA 94401
Tel: (650) 344-9901

Oakland Office:
825 Washington Street, Suite 237
Oakland, CA 94127
Tel: (510) 937-2310

Mr. Louis Sun, P.E.
 Page 2 of 4
 Revision 1 - September 29, 2020

- Review and response of up to 15 additional requests for information (RFI's). F&L assumes each RFI will require no more than 2 hour of Staff Engineer II time to review and respond.
- Coordinate with the City's construction manager.
- Perform up to three additional site visits.
- Prepare for and participate in up to 10 meetings with homeowners to review the proposed improvements within individual properties including driveway replacements.
- Prepare up to five design clarifications.

Performance of Task 5 is contingent on the following assumptions:

- The City will provide construction administration and inspection services.
- Construction period will be completed by October 2020.
- All submittals and RFIs will be provided by the City selected construction contractor in electronic format.

Deliverables

1. Submittal Review Letters in PDF format
2. RFI responses in PDF format.
3. Exhibits in PDF format for use with homeowner meetings.
4. Design clarifications in PDF format

Task 6: Prepare NCCWD Water Line Replacement Construction Documents

The City and NCCWD coordinated to install a new 8-inch Ductile Iron (DI) pipeline to replace the existing 6-inch asphaltic concrete (AC) pipeline that was damaged by SMCI. In the course of construction, NCCWD provided additional comments and direction in the field to facilitate installation of the 8-inch DI pipeline. In addition, the sequencing of construction required modification to the tie in location at the intersection of Balboa and Arguello to reduce the extent of temporary shutdown impacts to minimize the number of customers that would be affected. As a result, an additional shutdown is required including modifications to the planned alignment of portion of the NCCWD crossing Balboa in the Arguello intersection.

F&L will provide the following tasks:

- Review modified sequencing plan prepared by NCCWD.
- Update construction drawings to modify the alignment of the existing waterline to be adjusted.
- Coordinate with NCCWD including preparing draft drawing for NCCWD review and comment.

Mr. Louis Sun, P.E.
 Page 3 of 4
 Revision 1 - September 29, 2020

Performance of Task 6 is contingent on the following assumptions:

- F&L will coordinate with NCCWD via email and phone.
- NCCWD will provide written comments.
- NCCWD will coordinate with the City's construction management firm for all site visits.

Deliverables

1. Draft plans for NCCWD review and comment
2. Final plans for inclusion in a Design Clarification prepared under Task 5

Task 7: Provide On-Call Technical Support

The City continues to review and respond to SMCI construction claims related to the EQ Basin Project that are primarily focused on the on-going repairs being performed along Balboa. F&L will provide technical support as requested by the City including:

- Prepare exhibits including drafts for review and comment;
- Prepare construction cost summary based on actual costs;
- Participate in conference calls as requested.

Deliverables

1. Exhibits
2. Comments via electronic mail

Proposed Completion Schedule

F&L proposes to provide the tasks described above on a mutually agreeable schedule.

Proposed Budget

F&L proposes to provide the engineering design services described above on a time and materials basis in accordance with the attached Charge Rate Schedule dated January 1, 2019. The proposed budget for the Project is **\$51,645**. A budget break down table is attached to this proposal presenting the anticipated level of effort for each task. The proposed budget will not be exceeded without prior written authorization.

Mr. Louis Sun, P.E.
Page 4 of 4
Revision 1 - September 29, 2020

Thank you for the opportunity to continue to support the City with the Project. Please call me at (650) 619-3226 if you have questions regarding our proposal.

Sincerely,

FREYER & LAURETA, INC.

A handwritten signature in black ink, appearing to read 'Jeffrey J. Tarantino', enclosed within an oval shape.

Jeffrey J. Tarantino, P.E.
Vice-President

Cc: Joanne Yau (Freyer & Laureta, Inc.)

Attachments:

1. Table 1 Proposed Budget – Balboa Way Repair Project
2. Charge Rate Schedule dated January 1, 2019

Attachment: Attachment 1 - First Amendment to Consultant Services Agreement [Revision 1] (3407 : Approval of First Amendment to

EXHIBIT B
FEE PROPOSAL

Attachment: Attachment 1 - First Amendment to Consultant Services Agreement [Revision 1] (3407 : Approval of First Amendment to

TABLE 1
ESTIMATED BUDGET FOR ADDITIONAL ENGINEERING DESIGN SERVICES
Balboa Way Repair Project
City of Pacifica, California

| TASKS | ESTIMATED LABOR (Hours) | | | | | TOTAL LABOR COST (\$) | EXPENSES AND ADMINISTRATION | | | | ESTIMATED COST | |
|--|----------------------------|-------------------|-------------------|--------------------|-----------|--------------------------------|-----------------------------|------|----------------------|-----------------------|--------------------------------------|------------------------------|
| | Personnel & Rates (\$/hr) | | | | | | UNIT | QNTY | UNIT COST (\$) | 10% MARKUP (\$) | TOTAL COST PER ITEM (\$) | SUB TOTALS (\$) (1) |
| | Administrative | 2-Man Survey Crew | Staff Engineer II | Associate engineer | Principal | | | | | | | |
| | | | | | | | | | | | | |
| <u>Task 1 - Topographic and Boundary Survey</u> No additional budget <div>Subtotal Labor Hours - Task 1</div> | | | | | | | | | | | | |
| <u>Task 2 - Identify Improvement Limits</u> No additional budget <div>Subtotal Labor Hours -Task 2</div> | | | | | | | | | | | | |
| <u>Task 3 - Prepare Construction Documents</u> No additional budget <div>Subtotal Labor Hours - Task 3</div> | | | | | | | | | | | | |
| <u>Task 4 - Bid Support</u> No additional budget <div>Subtotal Labor Hours - Task 4</div> | | | | | | | | | | | | |
| <u>Task 5 - Engineering Services During Construction</u> Additional response to RFI (Assume 15 RFIs with 2 hours per RFI, plus allowance for internal review) Additional Submittal Review (Assume 5 submittals with 2 hour of review per submittal plus allowance for internal review) Participate in up to 10 meetings with homeowners including preparing exhibits Prepare up to five design clarifications (Assume 4 hours per design clarification plus allowance for internal review. Coordination with Construction Manager Three, two hour site visits and Site Visit Reports Change Order Review and Response (Assumes 1 Change Order) <div>Subtotal Labor Hours - Task 5</div> | | | 30 | 4 | 2 | \$5,020 | | | | | \$5,020 | |
| | | | 10 | 4 | 2 | \$2,420 | | | | | \$2,420 | |
| | | | 8 | 8 | 10 | \$4,660 | | | | | \$4,660 | |
| | | | 20 | 16 | 4 | \$6,160 | | | | | \$6,160 | |
| | | | 8 | 3 | 1.5 | \$1,880 | | | | | \$1,880 | |
| | | | 6 | 2 | | \$1,110 | | | | | \$1,110 | |
| | | | 4 | 4 | 4 | \$2,100 | | | | | \$2,100 | |
| | | | 86 | 41 | 24 | \$23,350 | Estimated Cost - Task 5 | | | | | \$23,350 |
| <u>Task 6 - Prepare NCCWD Water Replacement Construction Documents</u> Review NCCWD field changes Develop additional design plan Coordinate with NCCWD Prepare final design plan <div>Subtotal Labor Hours - Task 6</div> | | | 4 | 2 | 1 | \$1,080 | | | | | \$1,080 | |
| | | | 8 | 4 | 1 | \$1,930 | | | | | \$1,930 | |
| | | | | | 2 | \$460 | | | | | \$460 | |
| | | | 2 | 1 | | \$425 | | | | | \$425 | |
| | | | 14 | 7 | 4 | \$3,895 | Estimated Cost - Task 6 | | | | | \$3,895 |

TABLE 1
ESTIMATED BUDGET FOR ADDITIONAL ENGINEERING DESIGN SERVICES
Balboa Way Repair Project
City of Pacifica, California

| TASKS | ESTIMATED LABOR (Hours) | | | | | TOTAL LABOR COST (\$) | EXPENSES AND ADMINISTRATION | | | | ESTIMATED COST | |
|---|----------------------------|-------------------|-------------------|--------------------|-----------|--------------------------------|-----------------------------|------|----------------------|-----------------------|--------------------------------------|------------------------------|
| | Personnel & Rates (\$/hr) | | | | | | UNIT | QNTY | UNIT COST (\$) | 10% MARKUP (\$) | TOTAL COST PER ITEM (\$) | SUB TOTALS (\$) (1) |
| | Administrative | 2-Man Survey Crew | Staff Engineer II | Associate engineer | Principal | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | \$95 | \$500 | \$130 | \$165 | \$230 | | | | | | | |
| Task 7 - Provide On-Call Technical Support | | | | | | | | | | | | |
| Coordinate with City | | | | | 40 | \$9,200 | | | | | \$9,200 | |
| Prepare exhibits | | | 40 | 16 | | \$7,840 | | | | | \$7,840 | |
| Respond to requests | | | | | 16 | \$3,680 | | | | | \$3,680 | |
| Coordination allowance | | | | | 16 | \$3,680 | | | | | \$3,680 | |
| Subtotal Labor Hours - Task 7 | | | 40 | 16 | 72 | \$24,400 | Estimated Cost - Task 7 | | | | | \$24,400 |
| Total Labor Hours | | | 140 | 64 | 100 | \$51,645 | Total Estimated Cost | | | | | \$51,645 |

Notes

(1) Totals rounded to nearest \$100.

CHARGE RATE SCHEDULE

Effective 1/1/19

Professional and technical services of Freyer & Laureta, Inc. Staff are provided on a fixed fee or an hourly rate basis as follows:

FIXED FEE

Where a definitive scope of work can be established, many of our clients prefer that a specific fee be agreed upon in advance. Billings are submitted monthly based upon percent complete as of the last accounting day of the month.

HOURLY RATE

Applicable to Plan Preparation, Design and Report services where the scope of work must remain open. Freyer & Laureta, Inc. utilizes the following hourly charge rate basis for billing purposes.

| | |
|--|-----------|
| Production Aide - Clerical | \$ 85.00 |
| Drafter I - Technical Typist - Survey Tech II | \$ 90.00 |
| Drafter II - Word Processor | \$ 95.00 |
| Engineering Tech I - Drafter III | \$ 105.00 |
| Staff Engineer I - Engineering Tech II - Survey Tech III | \$ 125.00 |
| Staff Engineer II - Engineering Tech III - Survey Tech IV | \$ 130.00 |
| Staff Engineer III - Senior Engineering Tech | \$ 135.00 |
| Staff Engineer IV - Survey Tech V – Construction Inspector | \$ 150.00 |
| Associate Engineer - Associate Surveyor (L.L.S.) | \$ 165.00 |
| Senior Engineer - Construction Manager | \$ 175.00 |
| Senior Construction Inspector | \$ 175.00 |
| Project Manager – Principal Surveyor (L.L.S.) | \$ 190.00 |
| Senior Project Manager – Principal Surveyor (L.L.S.) | \$ 205.00 |
| Associate Principal | \$ 215.00 |
| Principal | \$ 230.00 |
| Forensic Engineering | \$ 325.00 |
| Deposition and Court Appearance | \$ 410.00 |

Subconsultant, Reproduction, Printing, Travel, Mailing and Delivery - Cost plus 10%

Interest Charge - Billings are due and payable within 30 days. A monthly interest charge equal to the Federal Discount Rate plus 5% will be applied on the next billing beyond the 30-day payment period.

The foregoing Charge Rate Schedule is incorporated into the Agreement for the Services of Freyer & Laureta, Inc. and may be updated annually.



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Approval of Amendment No. 5 to the Consultant Agreement between the City of Pacifica and 4LEAF, Inc (4LEAF) in the Amount of \$18,140 for continued support of the Wet Weather Equalization Basin Project (EQ Basin) Project mediation effort.

RECOMMENDED ACTION:

Move to approve Amendment No. 5 to the Consultant Agreement (Attachment 1) between the City of Pacifica and 4LEAF in the amount of \$18,140 for continued support of the Wet Weather Equalization Basin Project mediation effort; and authorize the City Manager to execute the amendment.

STAFF CONTACT:

Lisa Petersen, Director of Public Works
(650) 738-3767
petersenl@ci.pacifica.ca.us

Louis Sun, Deputy Director of Public Works-Wastewater
(650) 738-4660
sunl@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

General Project Background:

The City of Pacifica's (City) wastewater collection system is subject to Sanitary Sewer Overflows (SSOs) during severe storm events. Consequently, in May 2011, the Regional Water Quality Control Board (RWQCB) issued a Cease and Desist Order (CDO) to the City, and in June 2011, the City responded by entering into a Consent Decree (CD) with Our Children's Earth Foundation, a non-profit organization that sued the City and whose focus is on environmental enforcement, education, and advocacy. Both the CDO and CD required the City to prepare and adopt a Sewer System Management Plan (SSMP) that includes plans and programs for addressing the collection system's condition, capacity, operations and maintenance.

To fulfill the SSMP, the City completed the Collection System Master Plan (Master Plan) in October 2011 with objectives that include: 1) development of a long-term plan for rehabilitation and replacement of sewer mainlines, 2) recommendation on the upsizing of various sewer mainlines around the City, and 3) recommendation to construct a Wet Weather Equalization Basin (EQ Basin) as a key element to mitigate storm-related SSOs in the Lower Linda Mar neighborhood.

4LEAF Background:

On October 12, 2015, the City Council approved the Consultant Service Agreement with 4LEAF to perform Project Management, Construction Management, and Construction Inspection services for the EQ Basin project in the amount of \$967,565. The function of 4LEAF is to serve as an extension of City staff and facilitate the EQ Basin project from design through completion

of construction. The scope of services for 4LEAF includes project coordination, quality assurance support (including environmental, design and constructability reviews), regulatory support, construction bid support, construction management, and inspection.

On March 16, 2017, the EQ Basin project was advertised for bid and the Council awarded the construction contract to Sierra Mountain Construction, Inc. (SMCI) on May 22, 2017. As construction of the EQ Basin progressed, additional work, not anticipated or included in 4LEAF's original scope of work, was necessary due to technical issues, numerous contractor Requests for Information (RFI)s and design changes, additional public meetings, modifications to project components to meet site parameters and contractor change order requests for claims of differing site conditions. The original scope only allocated for one construction inspector, and the additional work involved required the need for a second inspector to monitor the work during the pipeline construction in the lower Linda Mar neighborhood.

On May 29, 2018, City Council approved Amendment No. 1 to this agreement in the amount of \$642,539. Amendment No. 1 was for 4LEAF to provide project management, construction management, additional inspection, and biological services for the additional work during the construction phase of the Wet Weather Equalization Basin project. The additional work was caused by the delays in constructing the slurry wall, micropiles, and mat slab for the basin. These delays were caused by additional de-sanding efforts, five slurry wall panels were extended in order for the panels to key into a more competent soil, significant additional inspections and proof/performance tests for the micropiles, and alteration to mat slab concrete pours from two sections to four sections.

On January 14, 2019, City Council approved Amendment No. 2 to this agreement in the amount of \$323,900. Amendment No. 2 was for 4LEAF to provide project management, construction management, and inspection services during extended construction phase of the EQ Basin project. The extended construction phase was primarily the results of delays with the conveyance pipeline work. Due to these delays, the project continued beyond the original December 2018 completion date. SMCI also proposed an alternate means of installing the influent piping, using a guided bore method, and a traditional bore and jack method, instead of the original 'open excavation' method. The guided bore and traditional bore and jack methods included constructing numerous originating and receiving pits, with each pit requiring shoring, backfill placement, and soil compaction testing.

On June 10, 2019, City Council approved Amendment No. 3 to this agreement in the amount of \$377,194. Amendment No. 3 was for 4LEAF to support the project through July 2019. At that time the EQ Basin was more than 95% completed and with a majority of the underlying roofing now in place; however, the conveying pipeline work was still under construction with different sections completed but several sections remaining to be completed. The contractor continued to struggle with providing the necessary expertise and planning to install the conveying pipeline using a variety of installation methods. Due to these difficulties, the project was then anticipated to be completed by July 2019. Amendment No. 3 provided additional support services, facilitated resolution of field conditions, technical support for claims evaluation, and continued weekly support to the City and Construction Management team to resolve contractor technical questions.

On October 28, 2019, City Council approved Amendment No. 4 to this agreement in the amount of \$94,194. Amendment No. 4 was for 4LEAF to support the project through completion and also included budget for mediation support. The remaining items at the time for Amendment No. 4 included backfilling the jacking pit at the southern end of the EQ basin project area, applying grout for the roof planks, installing the rebar for the EQ Basin topping slab, performing paving restoration on De Solo Drive, curb and gutter restoration, testing and startup for the EQ Basin, constructing the bio-retention basins in the southern end of the EQ Basin project area,

and miscellaneous ancillary work. The project was substantially completed by mid-December 2019, and the Notice of Completion was approved by City Council on June 22, 2020. The mediation efforts continued with an initial mediation meeting on February 21, 2020, and a subsequent virtual mediation meeting on September 22, 2020. The City, SMCI, and insurance representatives of the contractor are planning a follow up mediation for potential resolution of the disputes near the end of the year, 2020.

The requested Amendment No. 5 will provide budget for continued post construction mediation support. The 4LEAF mediation support task includes updating Balboa Way Repair Project costs, mediation preparation, and participation. Staff has reviewed the attached proposals from 4LEAF and confirmed the need for mediation support. The City Manager therefore recommends approval of Amendment No. 5 to the agreement with 4LEAF.

ALTERNATIVE ACTION:

Council may choose to not approve the consultant agreements; however, such action will result in delays to the ongoing mediation efforts for the EQ Basin Project. Staff does not recommend this alternate action.

RELATION TO CITY GOALS AND WORK PLAN:

Approval of the construction contract and related agreements is consistent with the following Council adopted Goals:

- ***Stewardship of City Infrastructure and Maintaining a Safe Community:*** This project will enhance City sewer collection system and would help eliminate Sanitary Sewer Overflow in the Linda Mar Valley and would help reduce peak flows to levels that could be handled by the existing force main and the Calera Creek Water Recycling Plant.

FISCAL IMPACT:

The total fiscal impact of Amendment No. 5 is \$18,140. There are adequate funds in the current project budget to address this amendment, as the total approved budget for this project is \$24,500,000. The breakdown of the project budget to date is as follows:

Project Construction Cost

| | |
|--|----------------------|
| Sierra Mountain Construction, Inc. - Construction Contract | \$ 17,348,000 |
| Approved Contract Change Order to date | \$ 1,662,572 |
| Total | \$ 19,010,572 |

Project Management and Construction Management Cost (4LEAF)

| | |
|--|---------------------|
| Project Management & Construction Management - Original Contract | \$ 967,565 |
| Project Management & Construction Management - Amendment #1 | \$ 642,539 |
| Project Management & Construction Management - Amendment #2 | \$ 323,900 |
| Project Management & Construction Management - Amendment #3 | \$ 377,194 |
| Project Management & Construction Management - Amendment #4 | \$ 94,194 |
| Project Management & Construction Management - Amendment #5 | \$ 18,140 |
| Total | \$ 2,423,532 |

| | |
|--------------------------------------|---------------|
| EQ Basin Project Cost Total to date: | \$ 22,833,604 |
|--------------------------------------|---------------|

The total project cost to date, including the proposed amendments to the contract with 4LEAF is \$22,833,604. This is still well within the approved project budget of \$24,500,000. The EQ Basin Project is funded under Sewer Facility Construction Fund 34.

ORIGINATED BY:

Public Works - Wastewater Division

ATTACHMENT LIST:

Attachment 1 - Fifth Amendment to Consultant Services Agreement (PDF)

FIFTH AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

This Fifth Amendment to Agreement for Consultant Services (the "Fifth Amendment") is made and entered into this 26 day of October, 2020, by and between THE CITY OF PACIFICA, a municipal corporation (hereinafter referred to as "CITY") and **4LEAF, INC.**, [a sole proprietorship, partnership, limited liability partnership, corporation, limited liability corporation] (hereinafter referred to as "CONSULTANT").

RECITALS

WHEREAS, on October 12, 2015, CITY and CONSULTANT entered into that certain agreement entitled "*Agreement for Consultant Services*" ("Agreement") to provide project management and construction management services in connection with the Wet Weather Equalization project in an amount not to exceed \$967,565.00; and

WHEREAS, on May 29, 2018, CITY and CONSULTANT entered into this First Amendment to provide for CONSULTANT to provide engineering services during construction phase of the Wet Weather Equalization Basin project, and increase the Cost Ceiling of the Agreement an additional \$642,539 from \$967,565.00 to \$1,610,104.00; and

WHEREAS, on January 14, 2019, CITY and CONSULTANT entered into this Second Amendment to provide for CONSULTANT to provide project management, construction management, and engineering services during construction phase of the Wet Weather Equalization Basin project, and increase the Cost Ceiling of the Agreement an additional \$323,900 from \$1,610,104.00 to \$1,934,004.00; and

WHEREAS, on June 10, 2019, CITY and CONSULTANT entered into this Third Amendment to provide for CONSULTANT to provide project management, construction management, and engineering services during construction phase of the Wet Weather Equalization Basin project, and increase the Cost Ceiling of the Agreement an additional \$377,194 from \$1,934,004.00 to \$2,311,198.00; and

WHEREAS, on October 28, 2019, CITY and CONSULTANT enter into this Fourth Amendment to provide for CONSULTANT to provide continuing project management, construction management, and engineering services during construction phase of the Wet Weather Equalization Basin project, and increase the Cost Ceiling of the Agreement an additional \$94,194 from \$2,311,198.00 to \$2,405,392.00; and

WHEREAS, CITY and CONSULTANT now desire to enter into this Fifth Amendment to provide for CONSULTANT to provide continuing mediation support for the Wet Weather Equalization Basin project, and increase the Cost Ceiling of the Agreement an additional \$18,140 from \$2,405,392.00 to \$2,423,532.00; and

AGREEMENT

NOW, THEREFORE, for the considerations hereinafter set forth, the parties hereby amend the Agreement as follows:

1. Exhibit A to the Agreement, describing the Scope of Work, shall be amended as shown in Exhibit A, attached hereto.
2. Section 2.1 of the Agreement, "Compensation" is hereby amended to read as follows:

Compensation. Compensation for the Services shall be in accordance with Exhibit A, Compensation, attached hereto and incorporated herein. It is agreed that the compensation for the Services shall not exceed \$2,423,532 ("Cost Ceiling").

3. Section 3.1 of the Agreement, "Effective Date" is hereby amended to read as follows:

Effective Date. This Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed on or before December 31, 2021 (the "Term").

4. **Agreement in Effect.** Except as amended by this Fifth Amendment, the Agreement shall remain in full force and effect.
5. **Counterpart Signatures.** This Fifth Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the date set forth above.

CITY OF PACIFICA

By: _____
Kevin Woodhouse, City Manager

Date _____

Attest

By: _____
Sarah Coffey, City Clerk

Date _____

Approved As To Form

By: _____
Michelle Marchetta Kenyon, City Attorney

Date _____

CONSULTANT

4LEAF, INC.

By: _____



Date 10/08/20

EXHIBIT A
SCOPE OF WORK



City of Pacifica
 Louis Sun, P.E.
 Deputy Director of Public Works - Wastewater
 700 Coast Highway
 Pacifica, CA 94044

October 08, 2020

Submitted via E-mail as Acrobat PDF Document to sunl@ci.pacifica.ca.us

RE: Request for Budget Amendment No. 5 for Continued Post-Construction Mediation Support Services for the City of Pacifica's Wet Weather Flow Equalization Basin Project.

Dear Mr. Sun:

4LEAF, Inc. (4LEAF) is requesting Budget Amendment No. 5 to continue providing Post-Construction Mediation Support Services at the City's request for the City of Pacifica's Wet Weather Flow Equalization (EQ) Basin Project.

The balance of our current Authorized Budget amount (including Amendments No. 1, 2, 3, & 4) is insufficient to cover the request by the City's Outside Legal Counsel of Burke, Williams, and Sorensen, LLP, for 4LEAF to continue providing as-needed Post-Construction Mediation Support Services for the Project.

4LEAF is requesting a budget amendment in the amount of \$18,140 as detailed below. The exact level of effort that will be required for this task cannot be estimated at this time; however, this budget amendment request is based on the following assumptions:

- 1) A budget of 10 hours for 4LEAF's Project Manager (at \$185/hr) and 80 hours for 4LEAF's Construction Manager (at \$150/hr). This equates to a budget of **\$13,850** for this item.
- 2) A budget of 20 hours for CTS's Geotechnical Engineer (at \$195/hr). This equates to a budget of **\$3,900** for this item.
- 3) 10% Administrative Processing Fee on Subconsultant fees (CTS) (applies to Bullet Item 2 above). Total estimated cost for this item is **\$390**.

4LEAF appreciates the opportunity to provide this Budget Amendment No. 5 request for the City of Pacifica's Wet Weather Flow EQ Basin Project. If you have any questions, please do not hesitate to call me at (925) 462-5959 or via e-mail at gbarry@4leafinc.com.

Respectfully submitted,

4LEAF, Inc.
 Gene Barry, P.E.
 Vice President



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Fourth Amendment to Consultant Services Agreement for Building Division staff augmentation and related services between the City of Pacifica and CSG Consultants, Inc.

RECOMMENDED ACTION:

Move to approve a Fourth Amendment to the Agreement for Consultant Services between the City of Pacifica and CSG Consultants, Inc., to extend the term of the agreement one year to October 31, 2021, and to authorize compensation not to exceed \$524,000 in Fiscal Year 20-21, as reflected in the adopted City-wide budget, and to authorize the City Manager to execute the Amendment.

STAFF CONTACT:

Joshua Montemayor, Management Analyst II
(650) 738-7341
montemayorj@ci.pacifica.ca.us

Tina Wehrmeister, Planning Director / Acting Assistant City Manager
(650) 738-7341
wehrmeister@ci.pacifica.ca.us

BACKGROUND:

In 2015, the City issued a Request for Proposals to provide various Building Division services including but not limited to building inspections, plan checks, permit issuance, code compliance, abatement, Building Official services, and as needed emergency response. The term of this contract expired at the end of October 2018 and annual maximum compensation was determined during the budget process.

In 2018, staff recommended approval of a three-year extension to this contract. However, the City Council approved a one-year extension, and subsequently an additional one-year extension in 2019 while the Building Division improved on delivery of plan check and inspection services.

DISCUSSION:

The Planning Department takes comments regarding customer service seriously. An internal assessment by the Planning Director found opportunities to improve Building Division procedures regarding plan routing and information dissemination and coordination with other departments/agencies. The Planning Director has completed several actions to improve the Building Division's service delivery during the past two years based on this internal assessment. However, while some fixes have been implemented, other improvements will require more extensive efforts.

To aid with the next stage of improvements, the Planning Director engaged the consulting firm Management Partners to complete a thorough review of the Building Division. Management Partners has performed its review and staff expects to receive a report containing the findings and recommendations by the end of 2020. The report will assess Building Division functions and identify service gaps, opportunities to improve customer service, and ways to improve efficiency and effectiveness. Staff recommends that the Council authorize an extension of CSG's contract for an additional year while the report is completed and next steps are identified.

ALTERNATIVE ACTION:

Do not approve the contract amendment. If the Council does not approve the contract amendment to extend the term of the consultant services agreement with CSG, staff would need to identify an alternate method of providing Building Division services such as engaging a different consultant or recruiting and hiring City staff. If the Council desires to consider one or both of these alternatives, staff would still recommend approving an extension to the term of CSG's agreement for a period sufficient to implement an alternative or alternatives as desired by the City Council. Consideration and implementation of an alternative action(s) would not be completed by the current end date of the CSG contract, which is October 31, 2020. Staff does not recommend allowing the current agreement to lapse because the City would be unable to provide necessary Building Division services in the interim until the Council-desired alternative method of service delivery is implemented.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

The tasks being performed by CSG Consultants, Inc. are not directly associated with any of the projects and initiatives on the City Council's adopted Work Plan, as the functions of the Building Division are a general government responsibility of the City as a local public agency.

FISCAL IMPACT:

The approved 2020-21 budget includes \$524,000 in contractual services to operate the Building Division and no additional appropriation is required. This cost is offset by permit fees collected during review and issuance of building permits. The division of building permit revenues between the City and CSG is described in the consultant services agreement.

ORIGINATED BY:

Planning Department

ATTACHMENT LIST:

CSG FOURTH AMENDMENT (PDF)
Exhibit A - Compensation Schedule (PDF)

FOURTH AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

This Fourth Amendment to Agreement for Consultant Services (the "Fourth Amendment") is made and entered into this _____ day of _____ 2020, by and between THE CITY OF PACIFICA, a municipal corporation (hereinafter referred to as "CITY") and CSG Consultants, Inc., a California Corporation (hereinafter referred to as "CONSULTANT").

RECITALS

WHEREAS, on October 26, 2015, CITY and Consultant entered into that certain agreement entitled "Consultant Services Agreement" ("Agreement") to provide Building Official, Building Inspection, Plan Review, current Planning and related services; and

WHEREAS, on May 11, 2017 City and Consultant entered into a First Amendment to that agreement to add Code Enforcement Services in order to provide those services during a recruitment period;

WHEREAS, on September 10, 2018 City and Consultant entered into a Second Amendment to that agreement to extend the term of services to October 31, 2019 and adjust compensation as reflected in the adopted City-wide budget; and

WHEREAS, on October 14, 2019 City and Consultant entered into a Third Amendment to the agreement to extend the term of services to October 31, 2020 and adjust compensation as reflected in the adopted City-wide budget; and

WHEREAS, City and Consultant now desire to enter into this Fourth Amendment to extend the contract term and adjust compensation as reflected in the adopted City-wide budget.

AGREEMENT

NOW, THEREFORE, for the considerations hereinafter set forth, the parties hereby amend the Agreement as follows:

1. Section 2.1 of the Agreement, "Compensation" is hereby amended to read as follows:

Compensation. Compensation for the Service shall be in accordance with Exhibit A, Compensation, attached hereto and incorporated herein. It is agreed that the compensation for the Services shall not exceed \$524,000 in FY 2020-21 (as reflected in the City-wide adopted budget) and the prorated amount allocated for Building Division contractual services in the City adopted budget for July 2020 through July 2021 ("Cost Ceiling").

2. Section 3.1 of the Agreement, "Effective Date" is hereby amended to read as follows:

Effective Date. This Agreement shall become effective upon execution of the second signature and shall remain in full force and effect until the Services are completed (the "Term"). CONSULTANT agrees to complete all services by October 31, 2021.

3. **Agreement in Effect.** Except as amended by this Fourth Amendment, the Agreement shall remain in full force and effect.
4. **Counterpart Signatures.** This Fourth Amendment may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the date set forth above.

CITY OF PACIFICA

By: _____
Kevin Woodhouse, City Manager


Date _____

Approved As To Form

By: _____
Michelle Marchetta Kenyon, City Attorney

CONSULTANT

CSG Consultants

By: 
Cyrus Kianpour, President

Date 10/15/2020

By: 
Dave Gottlieb, CFO

Date 10/15/2020

Attachment: CSG FOURTH AMENDMENT (3421 : CSG Contract Extension for Building Division Services)

City of Pacifica



Fee Schedule

Effective October 2020 through October 2021

CSG's rate structure is provided in the Table below. Percentage based fees include one initial review and two subsequent reviews. Revisions, deferred submittals, and additional reviews will be charged at the applicable rate shown below. CSG will coordinate the pickup and return of all plans via a licensed courier service. This service is provided at no additional cost. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.

All hourly rates include overhead costs including, but not limited to, vehicle, telephone, salaries, benefits, Workers Compensation Insurance, and office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. Overtime work will be billed at 1.5X the hourly rates indicated in the Table below. *On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI-U for the applicable region.*

| Personnel / Services | Hourly Rates |
|--|---|
| Building Official | \$ 136 |
| Certified Plan Review / Building and Fire Life Safety Review | \$ 115 |
| Structural Plan Review – Structural / Professional Engineer | \$ 146 |
| Fire Plan Review | \$ 115 |
| CAPs Consultation | \$ 146 |
| CASp Inspection | \$ 146 |
| Certified Building Inspector | \$ 110 |
| Permit Technician | \$ 83 |
| Expedited Plan Review Hourly | 1.5 X Hourly Rate |
| Full Plan Check by Percentage | 75 % of City's Building Plan Check Fees |
| Plumbing, Mechanical, & Electrical Plan Review by Percentage | 50 % of City's Building Plan Check Fees |
| Structural Plan Review by Percentage | 55 % of City's Building Plan Check Fees |
| Expediated Plan Review by Percentage | 95 % of City's Building Plan Check Fees |



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Approve a Collaboration Agreement with the County of San Mateo and Various Cities in San Mateo County to Contract with Baird + Driskell Community Planning in an Amount not to Exceed \$54,500 for Sixth Cycle Regional Housing Needs Allocation Services and Preparation of the Housing Element Update

RECOMMENDED ACTION:

Move to approve a Collaboration Agreement with the County of San Mateo and various cities in San Mateo County to contract with Baird + Driskell Community Planning in an amount not to exceed \$54,500 for Sixth Cycle Regional Housing Needs Allocation Services and Preparation of the Housing Element Update, and authorize the City Manager to sign the Agreement.

STAFF CONTACT:

Joshua Montemayor, Management Analyst II
(650) 738-7341
montemayorj@ci.pacifica.ca.us

Tina Wehrmeister, Planning Director and Acting Assistant City Manager
(650) 738-7341
wehrmeister@ci.pacifica.ca.us

BACKGROUND/DISCUSSION:

Regional Housing Needs Allocation and Housing Element Law

Under California law, every jurisdiction in the State is required to update the Housing Element of its General Plan every eight years. The update must reflect the jurisdiction's Regional Housing Needs Allocation (RHNA) number. The State is currently in the sixth cycle of this allocation process known as RHNA 6, and the deadline for the Bay Area jurisdictions to update their Housing Elements is January 2023.

Planning Division staff is preparing for RHNA 6 by collaborating with other San Mateo jurisdictions via 21 Elements. With the assistance of the 21 Elements consulting firm Baird + Driskell, the jurisdictions are working together to identify housing policy solutions that meet State requirements and prepare Housing Elements that specifically address each jurisdiction's unique needs and policy approach. This collaboration provides for economies of scale and will develop distinct policies appropriate for Pacifica.

The total contract amount of \$54,500 is off-set by contributions from C/CAG and the County Department of Housing (DOH) totaling \$32,000 (i.e. the cost of the proposed scope of work would have been \$86,000 without the contributions). These contributions reflect the importance of certified Housing Elements to the work of C/CAG and DOH.

Collaboration Agreement

To streamline the administrative processes between the 21 jurisdictions and Baird + Driskell, the County has offered to manage the administration of a collaboration agreement between the 21 towns/cities and DOH. Concurrently with execution of the Collaboration Agreement, the DOH will execute an agreement with Baird + Driskell for the provision of Housing Element update support services. Payment will be made from the various jurisdictions to the County, which will then serve as master payee and contract manager. See Attachment 1 for the Collaboration Agreement.

Scope of Work

The Scope of Work for RHNA assistance and the Housing Element update includes: development of the site inventory; development of Housing Element goals, policies, programs and quantified objectives to respond to local housing needs and meet state requirements; participation in community, Planning Commission, and City Council meetings; assistance with rezoning, General Plan and other land use changes; preparation of the draft and final Housing Elements and attend public hearings; facilitate consultations and review with the State Department of Housing and Community Development; provide support related to special issues analyses and CEQA documentation (see Attachment 2).

Baird + Driskell

The Planning firm Baird + Driskell staffs the 21 Elements effort. The City also has an existing Agreement with Baird + Driskell in the amount of \$29,200 to perform work related to studying affordable housing impact fees and assistance with other housing topics. If the Collaboration Agreement is approved, the City will be under contract with Baird + Driskell (directly and indirectly) for a total of \$83,700. In addition, the 21 Elements annual contribution is \$2,350.

ALTERNATIVE ACTION:

Do not approve the Collaboration Agreement.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

“A Healthy and Compassionate Community” - addressing affordable housing and mental health services, investigating strategies related to homelessness, and supporting youth services. City Council Priority No. 2 - continue efforts to support affordable housing initiatives, including evaluation of developing an affordable housing impact fee.

FISCAL IMPACT:

The contract cost was included in the Planning Department's FY 20-21 budget. The entire contract amount of \$54,500 will be offset by State LEAP grant funding. The contract cost was also offset by a contribution from C/CAG and DOH in the amount of \$32,000.

The Housing Element update process will require a substantial amount of staff time which is factored into the Department's regular work duties.

ORIGINATED BY:

Planning Department

ATTACHMENT LIST:

Attachment 1 - Collaboration Agreement (PDF)
Attachment 2 - Full Service Package Details (PDF)

COLLABORATION AGREEMENT

AMONG

COUNTY OF SAN MATEO

AND

VARIOUS CITIES LOCATED IN SAN MATEO COUNTY

FOR

THE 6TH CYCLE OF THE REGIONAL HOUSING NEEDS ALLOCATION

THIS AGREEMENT, entered this [] day of [], 2020 by and among the County of San Mateo (herein called the “County”), and the following cities located within San Mateo County:

Town of Atherton, (herein called “Atherton”);
 City of Belmont, (herein called “Belmont”);
 City of Brisbane, (herein called “Brisbane”);
 City of Burlingame, (herein called “Burlingame”);
 Town of Colma, (herein called “Colma”);
 City Daly City, (herein called “Daly City”);
 City of East Palo Alto, (herein called “East Palo Alto”);
 City of Foster City, (herein called “Foster City”);
 City of Half Moon Bay, (herein called “Half Moon Bay”);
 Town of Hillsborough, (herein called “Hillsborough”);
 City of Menlo Park, (herein called “Menlo Park”);
 City of Millbrae, (herein called “Millbrae”);
 City of Pacifica, (herein called “Pacifica”);
 Town of Portola Valley, (herein called “Portola Valley”);
 City of Redwood City, (herein called “Redwood City”);
 City of San Bruno, (herein called “San Bruno”);
 City of San Carlos, (herein called “San Carlos”);
 City of San Mateo City, (herein called “San Mateo”);
 City of South San Francisco, (herein called “South San Francisco”); and
 Town of Woodside, (herein called “Woodside”)

(collectively referred as “Participants”).

WHEREAS, California State law mandates that all California cities, towns, and counties plan for the housing needs of their residents;

WHEREAS, the California Department of Housing and Community Development (HCD) determines the total number of new homes that need to be built, and level of affordability of the new homes, in order to meet the housing needs in each region of California, which is called the Regional Housing Needs Determination (RHND);

WHEREAS, the Association of Bay Area Governments (ABAG) receives the RHND from HCD for the Bay Area region, including San Mateo County, and further distributes the Regional Housing Needs Allocation (RHNA) to each city and county in the Bay Area;

WHEREAS, ABAG will soon assign each of the Participants its respective portion of the Bay Area region RHND;

WHEREAS, each jurisdiction plans for its housing needs through its Housing Element, a part of their General Plan;

WHEREAS, Participants must submit to HCD their Housing Elements before January 2023;

WHEREAS, Baird + Driskell Community Planning (“Baird + Driskell”) has offered a package of planning services to support cities and the County in their preparation and submittal of their Housing Elements;

WHEREAS, each of the Participants wish to contract with Baird + Driskell for such services;

WHEREAS, concurrently with this Agreement, County will enter into an agreement with Baird + Driskell “Agreement Between The County of San Mateo and Baird + Driskell Community Planning” (“Baird + Driskell Agreement”) for these services to Participants and Participants have elected to receive varied levels of service under the Baird + Driskell Agreement; and

WHEREAS, Participants are entering into this Agreement in order to set forth the Participants’ respective obligations for payment to Baird + Driskell and for contract administration and management under the Baird and Driskell Agreement.

NOW, THEREFORE, the Participants agree as follows:

1. Services and Activities.

The services under the Baird + Driskell Agreement will be performed by Baird + Driskell under contract with, and under the supervision of, County. The scope of RHNA-related services under the Baird + Driskell Agreement (“RHNA Services”) for each Participant shall be as set forth in Exhibit A of the Baird + Driskell Agreement.

2. Payments.

A. Each Participant agrees to provide payment to County for the direct costs of the RHNA Services as set forth in Exhibit A (Distribution of Payment) of this Agreement within one month of receipt of fully-executed copy of this Collaboration Agreement. Such direct costs shall include the costs incurred by County as payments to Baird + Driskell for RHNA Services provided to the Participant. Total payment to County by Participants shall not exceed \$770,500, which amount is , comprised of the following not to exceed amounts

from each Participant: \$48,500 from Atherton; \$11,500 from Belmont; \$48,500 from Brisbane; \$15,500 from Burlingame; \$18,500 from Colma; \$61,500 from Daly City; \$54,500 from East Palo Alto; \$54,500 from Foster City; \$54,500 from Half Moon Bay; \$11,500 from Hillsborough; \$54,500 from Menlo Park; \$54,500 from Millbrae; \$54,500 from Pacifica; \$48,500 from Portola Valley; \$21,500 from Redwood City; \$54,500 from San Bruno; \$2,500 from San Carlos; \$12,500 from San Mateo; \$15,500 from County (for RHNA Services for the unincorporated areas of San Mateo County; \$61,500 from South San Francisco, and; \$11,500 from Woodside.

B. Participants shall send payments to the following address:

San Mateo County Department of Housing
264 Harbor Blvd. Bldg. A
Belmont, CA 94002
Attn: Babs Deffenderfer

C. Baird + Driskell will supply invoices in a format necessary to meet requirements set forth in S.B. 2, Chapter 364, Part 2 of Division 31 of the Health and Safety Code (Ca. 2017).

D. County will submit quarterly expense summaries to Participants detailing RHNA Services expenditures.

3. Relationship of the Participants.

The parties will cooperate and undertake activities in their mutual interest, but it is understood and agreed that this Collaboration Agreement is by and among Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractors.

4. Contract Term.

This Collaboration Agreement shall be in effect as of August 1, 2020 and shall terminate on January 31, 2023, unless terminated earlier by the Participants. The parties may extend, renew or amend the terms hereof, by mutual agreement in writing and signed by the parties.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES

REST OF PAGE DELIBERATELY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By:

Raymond Hodges, Director, Department of Housing, County of San Mateo

Date:

Attachment: Attachment 1 - Collaboration Agreement (3432 : Housing Element Consultant Support)

TOWN OF ATHERTON

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BELMONT

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BRISBANE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF BURLINGAME

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN OF COLMA

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF DALY CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF EAST PALO ALTO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF FOSTER CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF HALF MOON BAY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN OF HILLSBOROUGH

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF MENLO PARK

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF MILLBRAE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF PACIFICA

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

TOWN PORTOLA VALLEY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF REDWOOD CITY

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN BRUNO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN CARLOS

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SAN MATEO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

CITY OF SOUTH SAN FRANCISCO

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

Attachment: Attachment 1 - Collaboration Agreement (3432 : Housing Element Consultant Support)

TOWN OF WOODSIDE

By: _____
Signature (blue ink only)

Print Name: _____

Print Title: _____

Date: _____

Exhibit A

Distribution of Payment

The budget for each service package, tiered by city size, is summarized below.

| | <i>Small City</i> | <i>Mid-Size City</i> | <i>Large City</i> |
|--------------------------------|-------------------|----------------------|-------------------|
| Base Package | \$ 2,500 | \$ 2,500 | \$ 2,500 |
| Getting Started Package | \$ 9,000 | \$ 13,000 | \$ 19,000 |
| Foundations Package | \$ 7,000 | \$ 9,000 | \$ 10,000 |
| Full Package | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| "All In" | \$ 48,500 | \$ 54,500 | \$ 61,500 |

The table below indicates which cities are in each tier:

| Small Cities | Mid-Size Cities | Large Cities |
|---------------------|------------------------|---------------------|
| Atherton | Belmont | Daly City |
| Brisbane | Burlingame | Redwood City |
| Colma | East Palo Alto | San Mateo City |
| Hillsborough | Foster City | South San Francisco |
| Portola Valley | Half Moon Bay | |
| Woodside | Menlo Park | |
| | Millbrae | |
| | Pacifica | |
| | San Bruno | |
| | San Carlos | |
| | San Mateo County | |

The table below indicates the packages selected by participating cities:

| <i>Jurisdiction</i> | <i>Size</i> | <i>Base</i> | <i>Get Started</i> | <i>Foundations</i> | <i>Full</i> | <i>Cost</i> |
|-----------------------|-------------|-------------|--------------------|--------------------|-------------|-------------|
| Atherton | Small | Yes | Yes | Yes | Yes | \$48,500 |
| Belmont | Mid | Yes | No | Yes | No | \$11,500 |
| Brisbane | Small | Yes | Yes | Yes | Yes | \$48,500 |
| Burlingame | Mid | Yes | Yes | No | No | \$15,500 |
| Colma | Small | Yes | Yes | Yes | No | \$18,500 |
| Daly City | Large | Yes | Yes | Yes | Yes | \$61,500 |
| East Palo Alto | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| Foster City | Mid | Yes | Yes | Yes | Yes | \$54,500 |

| | | | | | | |
|----------------------------|--------|-----|-----|-----|-----|----------|
| Half Moon Bay | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| Hillsborough | Small | Yes | Yes | No | No | \$11,500 |
| Menlo Park | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| Millbrae | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| Pacifica | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| Portola Valley | Small | Yes | Yes | Yes | Yes | \$48,500 |
| Redwood City | Large | Yes | Yes | No | No | \$21,500 |
| San Bruno | Mid | Yes | Yes | Yes | Yes | \$54,500 |
| San Carlos | Mid | Yes | No | No | No | \$2,500 |
| San Mateo City | Large | Yes | No | Yes | No | \$12,500 |
| San Mateo County | County | Yes | Yes | No | No | \$15,500 |
| South San Francisco | Large | Yes | Yes | Yes | Yes | \$61,500 |
| Woodside | Small | Yes | Yes | No | No | \$11,500 |

FULL Package – Housing Element Development, Review and Approval

| | |
|-------------------|---|
| Overview | Develop the complete housing element draft; provide support for needed regulatory changes to support the updated element as well as continued public engagement; and help facilitate timely review by HCD in order to achieve final adoption by January 2023. |
| Timing | <i>July 2021 through January 2023 (19 months)</i> |
| Core Tasks | <ul style="list-style-type: none"> a Develop the site inventory summary, and assist with Housing Element goals, policies, programs and quantified objectives to respond to local housing needs and meet state requirements. b Present at a community workshop, Planning Commission session and City Council meeting on local housing needs, key opportunities, and proposed policy strategies (assumes 60 hours of outreach support). c Assist with rezoning, General Plan and other land use changes (assumes 60 hours of support; can be reallocated to other tasks if not needed). d Work with staff to prepare Draft and Final Housing Elements and attend public hearings. e Continue to facilitate consultation and review with HCD. f Provide support on special issues analyses and CEQA documentation. |
| Products | <ul style="list-style-type: none"> ✓ Draft Housing Element goals, policies, programs and quantified objectives ✓ Presentation on local housing needs, opportunities and proposed policy strategies ✓ Draft and Final Housing Elements |
| City Roles | <ul style="list-style-type: none"> ▶ Collaborate in development of the housing element goals, policies, programs and quantified objectives. This includes writing and/or editing sections. ▶ Continue to schedule and lead local engagement activities with 21E support. ▶ Lead rezoning efforts and other regulatory changes (ordinance revisions, etc.) with 21E support. ▶ Participate in jurisdiction-specific consultations with HCD. ▶ Collaborate on special issues analyses and CEQA documentation, as needed. ▶ Review and provide feedback on draft and final work products. ▶ Engage other staff and departments to provide relevant data and reviews. ▶ Organize and attend public hearings. |
| City Time | 60+ hours a month over the course of 19 months |

FULL PACKAGE - Task Descriptions

- 4a Assist with Site Inventory Write-up; Develop Goals, Policies, Programs and Quantified Objectives.** The 21 Elements team will partner with jurisdiction staff to summarize and present their site inventory, using the HCD-provided tool. The team will also assist in staff in identifying and developing the goals, policies, programs and quantified objectives of the housing element, drawing upon and responding to the results of the previous analyses to ensure a comprehensive pro-housing approach that facilitates the creation of new units consistent with established RHNA targets and affirmatively furthers fair housing. *Jurisdiction staff will be responsible for working in partnership to enter the site inventory data and summarize the data in table and narrative format using provided templates; and assist in prioritizing and developing the draft element's goals, policies, programs and quantified objectives.*
- 4b Present at Community Workshop, Planning Commission and City Council.** The 21 Elements team will work with jurisdiction staff to develop a presentation that summarizes the draft housing element's context, analysis and priority actions. 21 Elements will also participate in making the presentation at one community workshop, one planning commission meeting and one City Council session and support staff in responding to questions. The presentation will also be accompanied by presentation notes to support use by staff and partners in other settings. *Jurisdiction staff will be responsible for reviewing draft and final presentation materials; participating in the three core presentations; and helping with distribution of the presentation to others or making the presentation to other audiences, as needed.*
- 4c Assist with Rezoning, General Plan and Other Land Use Changes.** The 21 Elements team will support jurisdiction staff in evaluating and prioritizing implementation work tasks for enacting needed changes to zoning, development standards and/or other changes needed to ensure certification of the housing element and accomplishment of its goals and objectives. This task will also include identification of other general plan policies that may need to be modified to ensure consistency with the updated housing element. The budget for this task does not provide the necessary support to undertake rezoning work or to rewrite standards (and related environmental analyses), but is intended to provide needed support for decision making, scoping and development of the implementation work program. *Jurisdiction staff will be responsible for taking the lead on implementation task planning, decision making and action, supported by the 21 Elements team.*
- 4d Assist in Preparation of Draft and Final Elements; Attend Public Hearings.** The 21 Elements team will work with jurisdiction staff to compile the complete Draft Housing Element for public review and submittal to HCD. The formatted document will be made available as a web-based pdf as well as in hard copy to facilitate community review and input. Staff from 21 Elements will also be available to attend up to two public hearings on the draft element to provide an overview of the document and help answer questions. *Jurisdiction staff will help develop the draft element and provide review and feedback on portions developed by the 21*

Elements team. Staff will take the lead on public hearings related to review and input on the draft document, supported by 21 Elements as described above.

- 4d Facilitate HCD Consultations.** Building off the work of Task 3e, the 21 Elements team will engage HCD staff during the final phase of the update, including but not limited to supporting staff in making the official submittal for review and certification by HCD and participating in review phone calls, as needed. As in 3e, the approach is intended to help ensure “no surprises” and to facilitate HCD staff’s familiarity with the key issues being addressed as well as the policy strategies being pursued prior to submittal to ensure they will meet the bar for certification. *Jurisdiction staff will be expected to participate in direct conversations with HCD staff, facilitated by the 21 Elements team; make the formal submittal to HCD; participate in review discussions; and be responsive to information requests as needed.*
- 4e Provide Support on Special Issues and CEQA Documentation.** The 21 Elements team will support jurisdiction staff in addressing other issues of special concern that may arise, contributing to staff reports and other meeting materials as needed, and determining the necessary CEQA documentation for the final draft housing element. The budget for this task does not include the time needed to develop the actual CEQA documentation, but will likely rely substantially on CEQA analysis and documentation developed in relation to task 4c. *Jurisdiction staff will take the lead on these task areas, with support from the 21 Elements team.*



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

10/26/2020

SUBJECT:

Study Session Regarding Air Quality and General Condition of Certain Civic Center Campus Facilities

RECOMMENDED ACTION:

Receive a presentation regarding air quality and general condition of certain Civic Center Campus Facilities and provide direction to the City Manager on options for remediation of conditions at Civic Center Facilities.

STAFF CONTACT:

Kevin Woodhouse, City Manager
(650) 738-7409
kwoodhouse@ci.pacifica.ca.us

PURPOSE OF STUDY SESSION:

Approximately one year ago, while updating the City's Injury Illness and Prevention Program, the City was made aware of possible air quality concerns by employees from certain City buildings. The City investigated these concerns to ensure the safety of employees and determined that there were certain common mold types in specific locations of City Hall, Planning and Parks, Beaches and Recreation (PB&R) buildings. As a result, certain rooms and offices were immediately closed and employees relocated, with some employees required to share a conference room as their offices. The bathrooms and kitchen/break room areas of City Hall were also closed, requiring employees to travel to the Planning and PB&R building for those uses. These immediate changes ensured there were no health and safety risks to City staff and the visiting public, in addition to the fact that since March 2020, due to COVID-19, many Civic Center employees have been working from home or alternating work schedules and City Hall continues to remain closed to the public.

As a result of the investigation, the City followed up with further assessment of the mold issues and began developing remediation options. The purpose of this study session is to summarize for City Council the status of the air quality issues and remediation options and the City Manager's recommended next steps.

BACKGROUND/DISCUSSION:

The Civic Center campus consists of City Hall, the Planning Department and the PB&R building, and the old Police Department Building. In the fall of 2019, while updating the City's Injury Illness and Prevention Program, Administrative Services was made aware of possible air quality concerns by employees from certain buildings. Healthy Building Science ("HBS") of San Francisco, CA was retained to conduct environmental testing, which included, among other things, testing for various types of mold spores and inspection, and evaluation of City Hall, the Planning Department and PB&R, Council Chambers and the Corporate Yard buildings (151 & 155 Milagra). No testing was conducted on the old Police Department Building because the

building primarily serves as a storage area and there are no City employees occupying the building.

For the City Hall building, HBS determined that there are some areas of the building that have water damage and surface microbial growth. Laboratory testing of air samples indicated airborne spore counts of *cladosporium* (a common mold type) in the women's restroom, but no "Black Mold" (*stachybotrys*) was observed in any airborne sample. HBS also made a number of recommendations to address the water intrusion and identified areas in the building that need to be checked, repaired and or replaced such as the windows and water damaged/stained building materials.

For the Planning/PB&R ("P&P") building, HBS determined that there are some areas of the building that have water damage, especially on the southern side of the building, and surface microbial growth. The Laboratory testing of air samples indicated low levels of airborne spores in most of the offices except those offices along the southern wall which had airborne spore counts of *cladosporium*, but no "Black Mold" was observed in any airborne testing sample. HBS also made a number of recommendations to address the water intrusion and identified areas in the building that need to be checked, repaired and or replaced such as the windows on the south side of the building and water damaged/stained building materials.

HBS also evaluated City Council Chambers and the Corporate Yard buildings, but both buildings showed acceptable low levels of airborne spores.

The City hired Belfor, a property restoration company, to verify HBS's findings and provide a detailed plan and cost for the mold remediation for City Hall and P&P buildings. Belfor found water damage and mold in City Hall and the P&P building. However, most of the severe damage appears to be localized along the south facing wall of the P&P building. Belfor opened up the walls in the southeast corner office of the PB&R Department and found mold, water damage, and termite damage. Based on the assessment, Belfor provided a plan and cost to remediate the P&P building mold damage for \$134,000. In addition, Belfor provided a plan and cost to remediate City Hall's mold damage for \$95,000.

In addition to the mold remediation, the buildings have other damage from water, termites, age and weather, as shown in the pictures in Attachment A. This damage also needs to be addressed.

Insurance Claim

On 09/20/2019, City staff filed a claim for an estimated amount of \$700,000 with PLAN JPA (Pooled Liability Assurance Network Joint Powers Authority), the City's insurance carrier, relating to the mold and other air quality issues and related building damage. The City has received confirmation that a portion of the claim, approximately \$325,000, is likely to be approved. The City is awaiting resolution of the remaining portion of the claim.

Assessment of Options

As a result of Belfor's estimate for remediation, staff began the process of assessing options for addressing these issues. Such an assessment needs to consider the following factors:

- Employee health and safety - Immediate and on-going safe working environment;
- Continuity and quality of City services - How will immediate temporary office relocations and the final facility solution affect, or ideally enhance, delivery of City services?






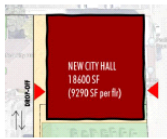







- Employee impacts - How will the final facility solution affect employee working conditions, and thus morale, as well as recruitment and retention efforts of quality employees?
- Cost and affordability of options and analysis of other pros and cons.

The anticipated valuation of the repairs on the P&P structure are high enough to trigger requirements for Americans with Disabilities Act (ADA) upgrades. Accessibility improvements for the P&P building were already a City goal, as this building is the designated accessible service point for the community since the City Hall structure is not currently accessible. In anticipation of the need to undertake substantial repair of the P&P and City Hall structures, the consulting architectural firm Group 4 was hired to conduct a facilities space planning assessment.

The assessment provided by Group 4 set forth several options for consideration, from minimal renovation to construction of new structures:

SUMMARY OF OPTIONS

DRAFT

| |  |  |  |  |  |  |
|---|---|---|---|--|---|---|
| | City Hall | PB + PBR Bldg | Old PD Bldg | Community Center | New City Hall 1 Story | New City Hall 2 Story |
| Minimalist | ● | ● | ○ | ○ | | |
| Moderate (1) | ● | ● | ○ | ● | | |
| Moderate (2) | ● | ● | ○ | ● | | |
| Max E (1) | ● | ● | ● | ○ | | |
| Max E (2) | ● | ● | ● | ○ | | |
| N-1 | ✕ | ✕ | ✕ | ○ | ● | |
| N-2 | ✕ | ✕ | ✕ | ○ | | ● |
|  Minimal Renovation  Renovated w/ ADA  Renovate w/ ADA or Replace  New Building  Unchanged/ As is  Demolished | | | | | | |
|  DRAFT PACIFICA CIVIC FACILITIES SPACE PLANNING | | | | | | |

Due to the extent of damage to the P&P structure, the Minimalist option includes substantial renovation and replacement of systems, the floor plan, accessibility features, and non-structural components (i.e. dry wall replacement, wiring, etc). The Minimalist option for the City Hall structure would include repair and remediation of damaged areas and floor plan modifications to increase functionality. The cost for the Minimalist option is estimated to be \$6.7M.

The Moderate options would add ADA improvements to the City Hall structure, including an elevator, and would renovate a portion of the Community Center to move PB&R offices permanently to increase the floor plan functionality options at the Civic Center campus. The substantial renovation of the P&P structure is included in this option as described above. The cost for the Moderate options is \$10.7M-\$11M, with the slightly higher cost reflective of an

option to increase Community Center improvements to move all PB&R staff offices to the Community Center.








The Max E (Maximize Existing Structures) options add renovation or replacement of the old police station (currently a storage building). Since this structure was not a part of the HBS and Belfor investigations, it is difficult to determine whether or not the structure can be renovated or would be recommended for replacement. In one scenario, the minimalist repair with floor plan modifications is specified for City Hall (Max E-1) and in the second, full ADA improvements are incorporated (Max E-2) for City Hall. The substantial renovation of the P&P structure is included as described above. The cost for the Max E options is \$9.2M-\$12.3M, with the higher cost indicated for Max E-2.

Finally, the N (New) options include demolition of existing structures and replacement with either a one or two-story new City Hall structure. The cost for the N options is \$16.8M-\$25.1M, with the range representing one and two story structures, respectively.

The following matrix summarizes the cost of each option, with relative rankings for life-cycle cost efficiency and phasing efficiency. The Civic Center Site costs reflect an estimated budget allowance for utility repair (as needed), resurfacing the parking area, sidewalks, sitting areas, and landscaping. The Minimalist site costs only reflect parking surface patching and utility repair.

BUDGET EVALUATION MATRIX

DRAFT

| | |  |  |  |  |  |  |  | |
|---------------|-----------------|---|---|---|--|---|---|---|-------|
| | | + GOOD ○ OKAY - POOR | MINIMALIST | MODERATE (1) | MODERATE (2) | MAX E (1) | MAX E (2) | N-1 | N-2 |
| CAPITAL COSTS | LIFE-CYCLE COST | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + |
| | PHASING | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + | - ○ + |

| COST | CITY HALL | \$1.4M | \$4.5M | \$4.5M | \$1.4M | \$4.5M | - | - |
|------|---|--------|---------|--------|--------|---------|---------|---------|
| | PB+ PBR | \$4.4M | \$4.4M | \$4.4M | \$4.4M | \$4.4M | - | - |
| | OLD POLICE/ NEW MODULAR BLDG | - | - | - | \$1.6M | \$1.6M | - | - |
| | CIVIC CENTER SITE | \$0.9M | \$1.7M | \$1.7M | \$1.7M | \$1.7M | - | - |
| | COMMUNITY CENTER | - | \$0.1M | \$0.4M | - | - | - | - |
| | TOTAL <small>RELATIVE ORDER OF MAGNITUDE 2020 \$ - excludes escalation</small> | \$6.7M | \$10.7M | \$11M | \$9.2M | \$12.3M | \$16.8M | \$25.1M |

Project Timeline

At all renovation levels, a code and historical analysis would need to be conducted, along with a structural investigation for the initial conceptual design phase, which could take 3-4 months. This phase would also include a site survey that would cost approximately \$195,000. Once the conceptual design is complete, City staff would review the conceptual plan with the architect and move into the design/construction plan preparation and permitting phase, which could take 6-8 months. Bidding, award of contract and construction duration will be approximately a year, making the total project time from the start of design approximately two years. The costs listed

in each renovation level include both design and construction. Longer design and permitting periods would be necessary if the option to construct new facilities was pursued.

Relocation Analysis

Remodeling City Hall and P&P would require the temporary relocation of up to 25 City employees. Staff has determined two options for temporary relocation.

Relocation Option #1, Portables: This option would require the rental of a portable trailer and placing it in the parking lot located at the southwest corner of Salada Avenue and Francisco Drive. The trailer would be about 60 feet by 84 feet, which would accommodate all employees currently staffed in the City Hall and P&P buildings. The City would be responsible to obtain permits to install the trailer, the temporary power from PG&E, and install water and sewer connections to the trailer. The cost to deliver and set up the trailer is approximately \$100,000, of which \$20,000 would be for utility hook up and City fees. Set up could take up to three weeks and a week to move employee files and equipment and have the offices fully operational. The monthly rental for the trailer would be \$26,000. After the City is completed with remediation work, the City would return the trailer and there is a return fee of \$9,000. The cost to move files, equipment and furniture to the portable and then return them to the remediated building could cost up to \$45,000. The total cost for the initial year of this option would be \$412,000, plus moving costs. Following the first year cost of \$412,000, the yearly cost would be \$312,000. This option would require entitlement permits for temporary facilities prior to proceeding.

Relocation Options #2, Utilize Existing City Offices/Space: This option would relocate City employees to available City-owned buildings. Staff inspected City buildings and spaces that were available and could accommodate the affected employees. The San Francisco Fire Employee Credit Union (SFFECU) located at the Sanchez Art Center has recently become available as the Credit Union has vacated the space. The SFFECU paid \$450 a month to rent this space. The space could accommodate 4 employees, and is likely best suited to the privacy needs of the Human Resources Division. This space would need to be repainted and re-carpeted, but the space is available for internet connection. New furniture would be needed for the space and there would also be some minor remodeling, such as an ADA compliant front counter. The cost to make this space usable is estimated to be approximately \$35,000.

The Pre-School and Dance Studio located at the Community Center could accommodate the remainder of the employees currently staffed in the City Hall and P&P buildings. During the pandemic, these spaces at the Community Center have remained unused. After analyzing the entire space, the City would be able to set up 25 cubicles and group them for the City Manager's Office, Finance Department, Planning Department, and PB&R Department. Reception areas would be created to serve the public efficiently. The building is connected to the internet, however, the electrical system would need to be evaluated to ensure it can accommodate the additional load. The cubicles would need new desks and file cabinets, but all of the furnishings could be reused once the Civic Center was remediated and employees moved back. The cost to set up the Community Center spaces would be approximately \$160,000. This option keeps most of the affected City employees together and allows the public to conduct City business needs in one building. Set up would take approximately 2 weeks and could take up to a week to move employee files and equipment and have the offices fully operational. The cost to move files, equipment and furniture to the Community Center and return to the remediated Civic Center could cost up to \$45,000. The total cost for this option would be \$195,000, plus moving costs.

Analysis of Options & City Manager Preliminary Recommendation

While a new Civic Center building would be the most effective at meeting the public's service needs, the organization's needs, and would be the best long-term investment, that option is the most financially infeasible at this time for the City. The City does not have current funding at that level, nor ongoing excess revenue levels to afford debt-service on a \$16 million+ loan. However, the option at the other end of the spectrum, i.e., just remediating the known problems, although affordable in the low hundreds of thousands range, would be a futile "Band-Aid" approach that would be the least effective at meeting the public's service needs and the organization's needs, and in several years the buildings likely would have similar or additional problems. Therefore, the most feasible option is somewhere in the Minimalist to Moderate range described above.

Of the Minimalist to Moderate options, the City Manager recommends proceeding with further financial analysis to determine if and how the City could afford the Minimalist cost of \$6.7Million. Even this level of cost is a stretch for the City's budget at this time and in light of expected future financial uncertainty due to the recession. However, doing nothing is not an option, and applying a temporary "Band-aid" is short-sighted. On balance, a minimal renovation of City Hall and a minimal w/ADA renovation of P&P achieves the best blend of health and safety, continuity and quality of City services, employee working conditions, and affordability. While this may not be a permanent Civic Center solution, it is likely to be sufficient for at least a decade, during which time the City could prepare for a longer-term permanent solution.

Staff has begun working on identifying possible funding sources for the civic center building remediation/renovation. Any funding solution is likely to be a combination of strategies, including:

- Insurance
- Facility Maintenance and Replacement Fund (currently \$205,000)
- Allocation of Excess ERAF funding
- Allocation of undesignated General Fund balance
- Low or no-interest loans or grant funding
- Debt borrowing, such as restructuring of existing debt and deferring principal amounts for up front budget relief, or issuance of new debt. A \$7 million loan with an interest rate of 3.5% and 25-year term would have an estimated average debt service of \$449,000/year. The multiple sources of funding above could amount to decreasing debt borrowing such that only a \$4 million loan would be necessary, lowering average annual debt service to a more manageable level such as \$200-300,000/year.

Given the cost differences for the relocation options, the City Manager recommends the Community Center relocation option and the minor renovations to the Credit Union office. This option's impact to Community Center programming is minimized by the shut-down due to the pandemic and the likelihood that Senior programming will be slow to come back.

Next Steps

If the City Council concurs with the City Manager's recommendation that the Minimalist option is the most feasible, staff will proceed with more detailed analysis of funding strategies in parallel with beginning the conceptual design phase, with code, historic, site and structural analysis. Ideally, the funding strategy will be considered by the City Council in the context of budget development for FY2021-22 in order to understand the City's full financial picture. Budget development will begin in January with a mid-year report. If funding proves infeasible due to

other budget constraints in preparing a balanced budget for FY2021-22, the conceptual design phase could be paused as necessary and the plan for the Civic Center revisited.

Staff will also proceed with design and prep for Civic Center relocation to the Community Center, and develop a timeline for such a relocation that would minimize service impacts.

ALTERNATIVE ACTION:

The Council may wish to consider pursuing one of the different Civic Center remediation options described above.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

Ensuring safe working conditions for City employees relates to fulfilling all of the City Council's goals and priorities.

FISCAL IMPACT:

There is no fiscal impact as a direct result of this study session. Council approval of a conceptual design contract would be brought separately to the Council for consideration.

ORIGINATED BY:

City Manager's Office

ATTACHMENT LIST:

Pictures for Facilities Study Session Staff Report (PDF)

Pacifica City Hall



Distress Cracks on the outside of the building.



Old utility cuts into the building.



Distress cracks and peeling exterior paint.



Crumbling building corner exposing structural wood and foundation.



City Hall Front Façade with peeling exterior paint.



City Hall electrical boxes with abandoned electrical panels.



Window sills showing water damage.





Broken ceiling tiles throughout City Hall.



Unattached floorboard exposing deteriorated sheetrock.



Planning and PB&R Building



Pitted foundation wall.



Exterior wall showing mildew.



Treated cracks with non-matching stucco.



Wood paneling peeling from deteriorated sheetrock.



Dirty 20+ year old carpet.



Opened walls in PB&R office showing mold on interior of the exterior wall, on wooden structural members, sill plate. Water damaged ceiling tiles. Some termite damage.



Deteriorated window sills and water damaged ceiling tiles throughout building.



