

COUNCIL MEMBERS
Amourance Lee, Mayor
Lisa Diaz Nash, Deputy Mayor
Rich Hedges
Adam Loraine
Rob Newsom Jr.

CITY OF SAN MATEO

Regular Meeting Minutes

City Council Meeting

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

June 20, 2023
City Hall Council Chambers 7:00 PM
Regular Meeting

CALL TO ORDER at 7:13 p.m.

Pledge of Allegiance

Roll Call

Present: Mayor Lee, Deputy Mayor Diaz Nash, Council Members: Hedges, Loraine and Newsom

CEREMONIAL

1. 2023 San Mateo – Toyonaka Sister Cities Baseball Team – Recognition – Gavin Owen, President, San Mateo Toyonaka Sister City Association, and Dan Harris, Baseball Team Manager & Past President of San Mateo Sister City Association, received the recognition; certificates were presented to the players
2. Mosquito Control Awareness Week – Proclamation - Rachel Curtis-Robles, Public Health Education and Outreach Officer with San Mateo County Mosquito & Vector Control District, gave a presentation and received the proclamation
3. Recognizing City Manager Drew Corbett – Commendatory Resolution C-1 (2023)

CONSENT CALENDAR

The following items, 4 through 5, 7 through 10, 12 through 16, and 18 through 21, were considered to be routine by the City Council. Items 6, 11, and 17 were removed to be considered separately. After the titles of the items were read by the Deputy City Clerk, the public was invited to comment and there were no speakers. Motion passed 5-0.

Moved: Hedges, Seconded: Newsom

Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom

Noes: None

4. City Council Meeting Minutes - Approval
Approve the minutes of the special and regular meetings of June 5, 2023.
5. Records Management Policy – Amendment
Adopt a Resolution to amend the City's Records Management Policy to generally provide for the automatic deletion of emails after three (3) years with specified exceptions, amongst other changes, with an implementation date of October 1, 2023, and delegate authority to the City Manager to make future minor conforming changes to the policy.

Enactment: Resolution No. 60 (2023)

7. Parks and Recreation Department – Classification Updates

Adopt a Resolution to approve: 1) the elimination of four vacant positions – one Community Services Manager, one Community Services Supervisor and two Lead Teacher positions; and 2) approve the addition of four Recreation Coordinator positions and one new Senior Program Assistant position.

Enactment: Resolution No. 61 (2023)

8. Parks and Recreation Bulk Printing and Mailing – Agreement

Approve a one-year bulk printing and mailing services agreement with Folger Graphics for an amount not to exceed \$150,000; authorize the Parks and Recreation Director to exercise up to two 1-year extensions for up to \$150,000 each year, for a total not to exceed amount of \$450,000 over three years; and authorize the Parks and Recreation Director to execute the agreement in substantially the form presented.

9. Fiscal Year 2023-24 General Liability and Property Insurance – Purchase Authorization

Authorize a staff committee comprised of the City Manager, the Finance Director, and the City Attorney to select the most cost-effective program to insure the City's general liability and property risks and authorize the City Attorney to execute all required documents to purchase the selected insurance for fiscal year 2023-24.

10. Downtown Parking Equipment Network Hosting and Materials – Amendment

Approve Amendment No. 2 to the agreement with IPS Group, Inc. for parking equipment network hosting and materials to increase the agreement amount by \$275,000 for a revised agreement total of \$675,000 and extend the agreement for an additional three-year term ending June 30, 2026; and authorize the Public Works Director to execute the amendment in substantially the form presented.

12. Construction Management Services for the Clean Water Program – Amendments

Approve amendments to each of the professional services agreements with Tanner Pacific, Inc. and Townsend Management, Inc. to continue providing as-needed construction management services for the Clean Water Program wastewater infrastructure improvement projects; increase the agreement amounts by \$2,000,000 each for new total agreement amounts not to exceed \$5,000,000 for each firm; and authorize the Public Works Director to execute the amendments in substantially the form presented and to approve future amendments within the revised budget.

13. Wastewater Treatment Plant: Grit, Rag, and Scum Hauling and Disposal – Bid Rejection and Contract Change Order

Adopt a Resolution to reject all bids received for the fiscal year 2023-24 Wastewater Treatment Plant grit, rag, and scum hauling and disposal services; approve Contract Change Order No. 1 with Allied Waste of North America, LLC dba Allied Waste Services of Daly City/Republic Services of Daly City for these services to extend the contract term to September 30, 2023 and increase the contract amount by \$41,000, for a new total contract amount of \$163,760; and authorize the Public Works Director to execute the contract change order in substantially the form presented.

Enactment: Resolution No. 62 (2023)

14. Citywide Street Reconstruction Phase 3 Project - Amendment

Approve Amendment No. 5 to the agreement with Wilsey Ham for engineering services during construction in an amount not to exceed \$45,000 for a new agreement total of \$573,874; and authorize the Public Works Director to execute the amendment in substantially the form presented.

15. Wastewater Treatment Plant Immediate Action Projects, Package II – Appropriation and Amendment

Adopt a Resolution to appropriate \$75,000 from Fund 72 reserves to the Wastewater Treatment Plant Immediate Action Projects, Package II project (IAP-II); approve Amendment No. 10 to the agreement with Stantec Consulting Services, Inc. to provide professional design and engineering services during construction for IAP-II; increase the

contract value by \$75,000, for a revised total agreement amount not to exceed \$1,727,403.46; extend the term through December 31, 2023; and authorize the Public Works Director to execute Amendment No. 10 in substantially the form presented and approve future amendments within the approved amount.

Enactment: Resolution No. 63 (2023)

16. Uniform Maintenance Services – Contract Change Order

Adopt a Resolution to approve an alternative purchasing procedure and approve Change Order No. 2 to the City's agreement with Cintas Inc. for the purpose of uniform maintenance services in the amount of \$20,000.01, for a new not to exceed total of \$120,000.00 for fiscal year 2022-23; and authorize the City Manager to execute Change Order No. 2 in substantially the form presented.

Enactment: Resolution No. 64 (2023)

18. Worker Resource Center Operations – Agreement

Approve an agreement with Samaritan House for operations of the Worker Resource Center for the period of from July 1, 2023 through June 30, 2025 in the amount of \$195,000 per year and authorize City Manager to execute the agreement in substantially the form presented.

19. Community Development Block Grant Samaritan House – Appropriation

Adopt a Resolution to authorize the appropriation of funds in the amount of \$56,031.02 from the Community Development Block Grant Fund to the Community Development Block Grant Community Facilities project to complete a contract with Samaritan House for public facilities upgrades.

Enactment: Resolution No. 65 (2023)

20. On-Call Professional Planning Services - Agreement

Approve an agreement with Good City Company for on-call professional technical planning services for a period of five years from July 1, 2023 through June 30, 2028 in the amount not to exceed \$750,000 and authorize the Community Development Director to execute the agreement in substantially the form presented.

21. Sewer Service Charges for Fiscal Years 2023-24 to 2027-28 – Ordinance Adoption

Adopt an Ordinance to establish maximum sewer rates effective August 1, 2023 through June 30, 2028 pursuant to San Mateo Municipal Code Section 3.54.030 "Sewer Service Charges."

Enactment: Ordinance No. 2023-2

END OF CONSENT CALENDAR

REMOVED FROM CONSENT CALENDAR

6. Senior Transportation "Get Around" Program – Agreement

Council Member Hedges pulled this item to highlight to the public that these services are available and to suggest a future program include individuals with disabilities under the age of 65.

Public Comment – Robert Whitehair expressed his support for the program and supported extending the program to individuals with disabilities under the age of 65.

Adopt a Resolution to approve an alternative purchasing procedure for an agreement with Serra Yellow Cab of Daly City Inc. for the Senior Transportation "Get Around" program up to the amount of \$150,000 for fiscal year 2023-24,

with an option for the City to extend the agreement for fiscal year 2024-25 for up to \$150,000 for a potential contract total of \$300,000; and authorize the Director of Parks and Recreation to execute the agreement in substantially the form presented. Motion passed 5-0.

Moved: Newsom, Seconded: Hedges
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

Enactment: Resolution No. 66 (2023)

11. Hillsdale Caltrain Commuter Shuttle – Agreement

Council Member Hedges pulled this item to recognize it as a great program for the City.

Public Comment – Robert Whitehair commented that this is open to all San Mateo residents and not just office workers and stated he will start using it as another way to avoid greenhouse gases.

Motion to Approve a two-year agreement with Commute.org (Peninsula Traffic Congestion Relief Alliance) for the Hillsdale Caltrain Commuter Shuttle in the amount of \$83,132 and authorize the Public Works Director to execute the agreement in substantially the form presented. Motion passed 5-0.

Moved: Hedges, Seconded: Newsom
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

17. Downtown Business Improvement Area – Annual Report 2022-23

Deputy Mayor Diaz Nash pulled this item to spotlight the great work being done to make the downtown the best, most vibrant place it can be. Deputy Mayor Diaz Nash also wished to highlight the Downtown San Mateo Association's appointment of a new Executive Director.

Public Comment – there were no speakers.

Motion to Accept the fiscal year 2022-23 Downtown San Mateo Association Annual Report. Motion passed 5-0.

Moved: Diaz Nash, Seconded: Newsom
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

PUBLIC COMMENT

Mike Caggiano made comments regarding the restrooms for B Street and suggested a centralized indoor restroom, concerns with grade crossings, and the tie-breaking function of the City Charter should be eliminated.

PUBLIC HEARING

22. Fiscal Year 2023-24 Operating and Capital Budgets and Gann Appropriations Limit Adoption and Fiscal Years 2023-28 Capital Improvement Program – Approval

Rich Lee, Finance Director, gave the presentation on the second hearing for the Fiscal Year 2023-24 Operating and Capital Budgets and Gann Appropriations Limit and Fiscal Years 2023-28 Capital Improvement Program.

Council commended staff for their excellent work, asked questions. Council asked Rich Lee to outline the current status of Senate Bill 101 in relation to the Vehicle License Fee shortfall.

Public Comment – there were no speakers.

Council deliberation continued.

Motion to Adopt Resolutions to approve the fiscal year 2023-24 operating and capital budgets, the 2023-24 position budget, the fiscal year 2023-24 Gann appropriations limit, and the fiscal years 2023-28 Capital Improvement Program. Motion passed 5-0.

Moved: Hedges, Seconded: Newsom
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

Enactment: Resolution Nos. 67, 68, and 69 (2023)

NEW BUSINESS

23. Racial Equity Art Project Artist and Design Selection – Approval

Heather Stewart, Senior Management Analyst, gave the presentation. Denise Garcia, Management Analyst, City Manager's Office, assisted.

Council asked questions of staff.

Public Comment - Rafael Blanco, the proposed artist, explained public art is very special to him and he takes the community into consideration and welcomes all comments.

Council deliberation continued and expressed they would like African-American, South Asian, and Italian elements as well as other cultures be added.

Motion to Approve the Civic Arts Committee's recommended artist Rafael Blanco and his design "Cultural Pattern" for the Racial Equity Art Project and delegate the Civic Arts Committee to work with the artist to revise and approve the final design. Motion passed 5-0.

Moved: Diaz Nash, Seconded: Hedges
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

24. COVID-19 Small Business Grant – Budget Appropriation and Grant Agreement

Jennifer Chen, Economic Development Manager, gave the presentation.

Council asked questions of staff.

Public Comment – there were no speakers.

Council consensus was that this is a strong precision-based approach that will have high impact for businesses.

Motion to Adopt a Resolution to approve a supplemental budget appropriation in the amount of \$100,000 for a grant agreement with the County of San Mateo to administer a COVID-19 Small Business Grant Program and authorize the City Manager to execute the grant agreement in substantially the form presented. Motion passed 5-0.

Moved: Diaz Nash, Seconded: Hedges
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom

Noes: None

Enactment: Resolution No. 70 (2023)

25. City Manager – Appointment

Mayor Lee outlined the process followed to select the new City Manager. A comprehensive review process was conducted, and the highly qualified candidate selected as City Manager for the City of San Mateo is Alex Khojikian.

Public Comment – there were no speakers.

Motion to Adopt a Resolution to appoint Alex Khojikian as City Manager, establishing his initial compensation, and authorize the Mayor to execute the employment agreement. Motion passed 5-0.

Moved: Hedges, Seconded: Newsom
Ayes: Lee, Diaz Nash, Hedges, Loraine, and Newsom
Noes: None

Enactment: Resolution No. 71 (2023)

REPORTS AND ANNOUNCEMENTS

City Manager, City Attorney and Council Members reported on their various assignments and liaison roles. Council Member Hedges would like the City of San Mateo to be listed as a sponsor for the Juneteenth celebrations as the City did make a donation towards the events. Council Member Newsom called attention to upcoming City events. Council Member Loraine noted upcoming City meetings related to the New Year's Eve storms on June 21st and July 18th.

ADJOURNMENT – Following a moment of silence, the City Council read into the record an adjournment in memory of Mr. Eddie Mack, husband of former San Mateo Mayor Claire Mack, and recognized his many contributions to the community and service to our nation. The meeting adjourned at 9:51 p.m.

APPROVED BY:

SUBMITTED BY:

Amourence Lee, Mayor

Matin McTaggart, Deputy City Clerk