

City of South San Francisco

P.O. Box 711 (City Hall, 400 Grand Avenue)
South San Francisco, CA



Regular Meeting Agenda

Wednesday, December 5, 2018

6:30 PM

**Municipal Services Building, Council Chambers
33 Arroyo Drive, South San Francisco, CA**

Measure W Citizens' Oversight Committee

NOTICE IS HEREBY GIVEN, pursuant to Section 54956 of the Government Code of the State of California, the Measure W Citizens' Oversight Committee of the City of South San Francisco will hold a Regular Meeting on Wednesday, December 5, 2018, at 6:30 p.m., in the City Council Chambers, Municipal Services Building, 33 Arroyo Drive, South San Francisco, California.

Call To Order.

Roll Call.

Public Comments.

MATTERS FOR CONSIDERATION

1. [Motion to approve the Minutes for the meeting of October 3, 2018.](#)
2. [Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. \(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager\)](#)
3. [Report regarding a presentation of the draft Comprehensive Annual Finance Report for the fiscal year ended June 30, 2018 \(Amber Coatney, Audit Supervisor, Maze and Associates\)](#)
4. [Report transmitting Measure W Fiscal Year 2018-19 reports through October 31, 2018 \(Richard Lee, Director of Finance\)](#)

Adjournment.



Legislation Details (With Text)

File #: 18-126 **Name:**

Type: Staff Report **Status:** Agenda Ready - Administrative Business

File created: 2/8/2018 **In control:** Measure W Citizens' Oversight Committee

On agenda: 12/5/2018 **Final action:**

Title: Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19.
(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Staff Report and Attachment

Date	Ver.	Action By	Action	Result
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Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. *(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)*

RECOMMENDATION

It is recommended that the Measure W Citizens' Oversight Committee receive this Quarter 1 Fiscal Year 2018/2019 report regarding the Community Civic Campus project.

BACKGROUND/DISCUSSION

This quarterly report was presented to City Council November 14, 2018. The staff report is attached.

FISCAL IMPACT

This item is informational and has no impact on the City budget.

CONCLUSION

The next quarterly update to the Citizens' Oversight Committee will be presented in February 2019.



City of South San Francisco

P.O. Box 711 (City Hall, 400
Grand Avenue)
South San Francisco, CA

Legislation Text

File #: 18-121
Version: 1

Agenda Date: 11/14/2018
Item #: 6.

Report regarding the Community Civic Campus quarterly update for Quarter 1 Fiscal Year 2018/19. *(Marian Lee, Assistant City Manager and Dolores Montenegro, Kitchell Program Manager)*

RECOMMENDATION

It is recommended that City Council receive this Quarter 1 Fiscal Year 2018/19 report regarding the Community Civic Campus project.

BACKGROUND/DISCUSSION

This is an information item providing an update on the Community Civic Campus project for Quarter 1 of Fiscal Year 2018/19, July 1, 2018 - September 30, 2018.

During Quarter 1, the Master Architect team (SmithGroup) was issued a notice to proceed with the schematic design phase following selection of the preferred site plan by City Council on August 22, 2018. SmithGroup spent most of this quarter meeting with Library, Parks and Recreation, Police and Fire departments confirming the building and outdoor program assumptions and discussing adjacencies between program spaces to advance schematic design.

The design team is preparing visuals to seek public comments, mid-point on schematic design at the Library Board, Parks/Recreation Commission, and Bike/Ped Committee. The team is also conducting additional due diligence related to identifying the exact location of underground utilities and facilities. At this time, it appears there is some discrepancy between existing documents that identify where the utilities and facilities should be and where they are actually located. The team has prioritized assessing the magnitude of the discrepancy and making necessary design modifications.

Anticipated schematic public meeting in November and December may be rescheduled. The project team will provide updates to City Council and the public when more information is fully assessed.

Additional project team efforts accomplished during this quarter include the following:

- Final communications and discussions with the Building Trades Council for the Project Labor/Stabilization Agreement (PLA) - the team is preparing to bring the draft final agreement to City Council in December;
- Ongoing communications with Bay Area Rapid Transit (BART) regarding an easement agreement to use BART property;
- Ongoing coordination with adjacent development projects, utility undergrounding efforts on Antoinette, Oak Avenue extension design, and GBI improvements on El Camino Real;
- Monthly website updates and release of the first project quarterly newsletter; and
- Presentation to the Measure W Citizens' Oversight Committee regarding the Fiscal Year 2017/18 Quarter 4 Report.

During the upcoming quarter, the project team is scheduled to complete the PLA and continue with the tasks

identified above into the next two quarters. The next presentation to the Citizen's Oversight Committee is scheduled for December 2018.

For Quarter 1, Fiscal Year 2018/19, \$1.65M was expended. The expenses were primarily on design and program management. Attachment 1 is the budget summary and listing of active service agreements.

FISCAL IMPACT

This item is information and has no impact on the City budget. The project budget for construction will be formally approved by City Council next year.

CONCLUSION

The next quarterly update to City Council will be presented in January 2019.

Attachment: Project Budget Summary and Service Agreements

Attachment 1

Measure W – Community Civic Campus - 2018/2019 Quarter 1 Budget Report

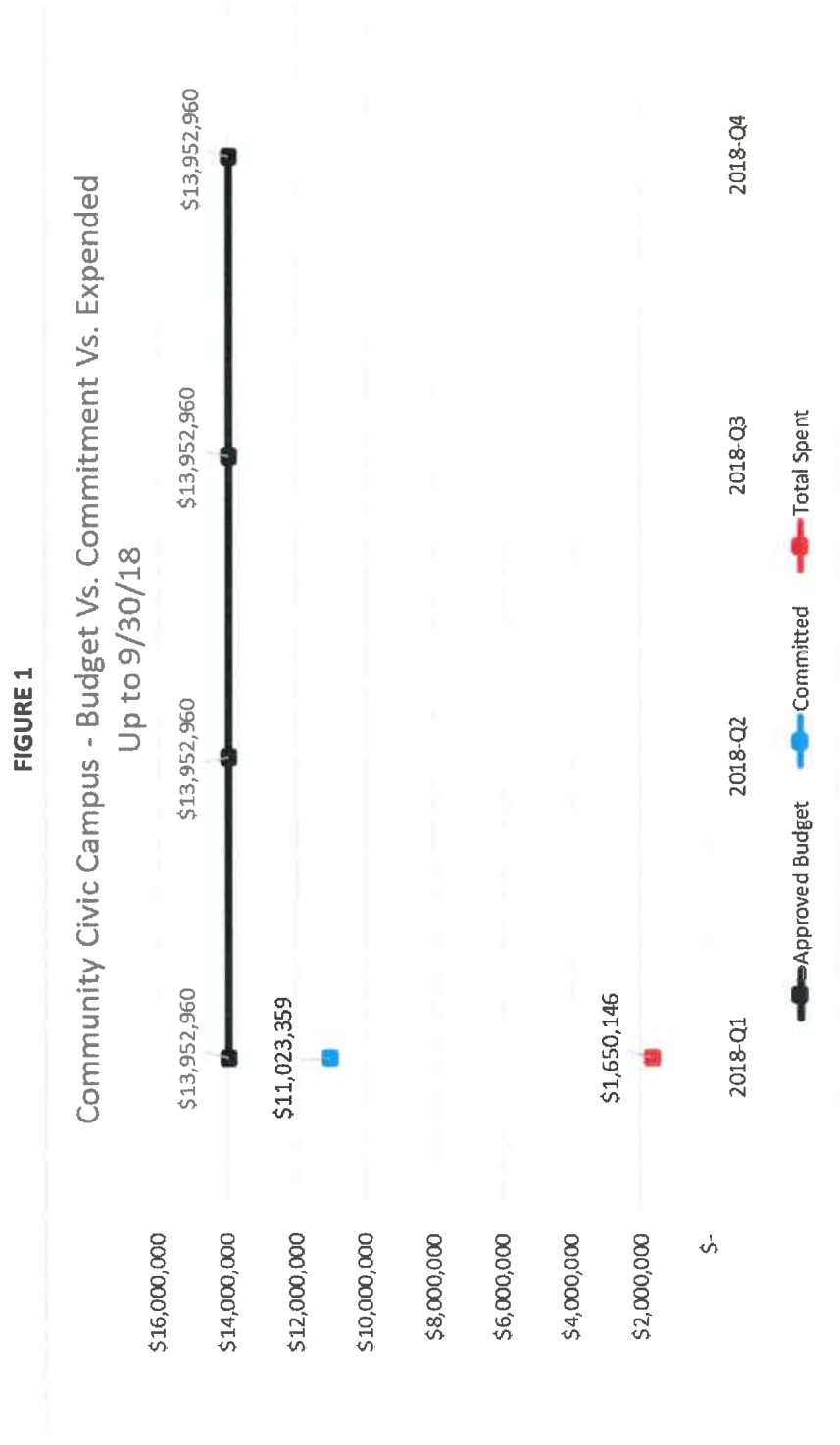
Prior fiscal year 2017/2018 budget of \$7,920,877 was closed out and reconciled against expenditures in fiscal year 2017/2018. Total expenses in 2017/2018 were \$2,635,917. The total budget for Fiscal Year 2018/2019 is \$13,952,960. This is the aggregate of roll over funds from 2017/18 in the amount of \$5,284,960 and current FY 2018/2019 budget of \$8,668,000. For Quarter 1, 2018/2019 \$1,650,146 was expended. See Table 1 below for more detailed information. Numbers are rounded to the nearest dollar and explains minor discrepancies in totals.

TABLE 1

Description	2018/2019 Budget	(A) Committed / Planned	(B) 2018/2019 Q1 Expended	(A-B) Committed minus Expended
FINANCIAL				
BOND MANAGEMENT	81,721 \$	81,721 \$	- \$	81,721 \$
SUBTOTAL	81,721 \$	81,721 \$	- \$	81,721 \$
PRE-DESIGN				
TRAFFIC	\$ -	\$ -	- \$	- \$
ENVIRONMENTAL	\$ -	\$ -	- \$	- \$
APPRAISALS / OFFERS	*	*	*	*
SITE & BART TUNNEL SURVEY	\$ 80,000	\$ 55,300	\$ 15,000	\$ 40,300
SUBTOTALS	\$ 80,000	\$ 55,300	\$ 15,000	\$ 40,300
DESIGN				
MASTER ARCHITECT	\$ 8,761,720	\$ 8,761,720	\$ 1,486,914	\$ 7,274,806
SPECIALTY CONSULTANTS	\$ 151,800	\$ 151,800	- \$	151,800
MISC SERVICES	\$ 2,194,080	\$ -	- \$	- \$
SUBTOTALS	\$ 11,107,600	\$ 8,913,520	\$ 1,486,914	\$ 7,426,606
PROGRAM MANAGEMENT				
PROGRAM MANAGEMENT	\$ 1,839,360	\$ 1,839,360	\$ 146,517	\$ 1,692,843
OFFICE SUPPLIES	\$ 5,000	\$ 5,000	25 \$	4,975
OUTREACH / FUNDRAISING	\$ 276,000	\$ 110,740	\$ 1,690	\$ 109,050
MISC SERVICES	\$ 563,279	\$ 17,718	- \$	17,718
SUBTOTALS	\$ 2,683,639	\$ 1,972,818	\$ 148,232	\$ 1,824,585
	\$ 13,952,960	\$ 11,023,359	\$ 1,650,146	\$ 9,373,213
			Fiscal YTD Spent:	\$ 1,650,146

*Approved offer of \$7.18M for PUC parcels will be funded from Measure W, Asset Seizure and Infrastructure Reserve.

Figure 1 provides a visual of the summary information in Table 1 – funding committed to work tasks and expended amounts to date relative to the budget approved for FY 18-19. The committed and expended are below the approved budget. This graph (over time) will show at-a-glance the pace of spending and confirm commitments remaining within the approved budget.



There are several consultant contracts in place to support the project work. Table 2 provides a list of the contractors that have and are providing a range of specialty services for this project. Highlighted in blue are active contracts. *

TABLE 2

Firm / Consultant	Service Type	Amount Approved
Public Financial Management	Financial (Bond Consultant)	\$81,724
Kimley Horn	Traffic (supports CEQA)	\$69,582
Michael Baker	CEQA	\$124,738
Kitchell CEM	Program Management	\$1,839,360
Ninyo & Moore	Phase II Environmental and Geotechnical Services	\$126,650
BKF	Site/Boundary Survey including BART Tunnel Survey	\$110,950
Land Economics Consultants LLC	Economic Study (supports SmithGroup)	\$58,200
SmithGroup	Master Architect	\$8,761,720
Partnership Resources Group	Financial (Fundraising)	\$76,000
The Collective Potential	Program Management (Consultant)	\$20,825
Telecommunications Engineering Services (TEA)	City IT Systems Expert (Consultant)	\$150,000

*Amounts shown reflect fiscal year budget approval



Legislation Details (With Text)

File #:	18-1062	Name:	
Type:	Staff Report	Status:	Agenda Ready - Administrative Business
File created:	11/28/2018	In control:	Measure W Citizens' Oversight Committee
On agenda:	12/5/2018	Final action:	
Title:	Report regarding a presentation of the draft Comprehensive Annual Finance Report for the fiscal year ended June 30, 2018 (Amber Coatney, Audit Supervisor, Maze and Associates)		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. FY 2017-18 Draft CAFR, 2. Attachment 2 - SSF Measure W Presentation 2018		

Date	Ver.	Action By	Action	Result
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Report regarding a presentation of the draft Comprehensive Annual Finance Report for the fiscal year ended June 30, 2018 (*Amber Coatney, Audit Supervisor, Maze and Associates*)

RECOMMENDATION

This is an information item only.

BACKGROUND/DISCUSSION

Maze and Associates, the City of South San Francisco's independent auditor, conducted a comprehensive audit of the City's financial statements for the fiscal year ended June 30, 2018 in accordance with U.S. generally accepted auditing standards. The auditor's responsibilities include:

- Express an opinion about whether the financial statements are fairly presented; and
- Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement;

The audit scope includes the following actions:

- Perform risk assessment brainstorming and planning
- Create audit plan tailored to the City and sector
- Transactions cycles subject to control testing and sampling
- Transactions cycles testing
- Transactions and balances tested in total
- Evaluate overall duty assignment including
- Information system controls tests
- Perform compliance tests

The auditors have completed their fieldwork, which included an interim audit in May 2018, followed by the final audit in October 2018. Attachment 1 provides excerpts from the draft Comprehensive Annual Financial Report (CAFR) for the fiscal year (FY) ended June 30, 2018, that are within the Measure W Citizens' Oversight Committee's purview.

FISCAL IMPACT

None

CONCLUSION

The information contained in the draft FY 2017-18 CAFR is consistent with the information presented to the Measure W Citizens' Oversight Committee throughout FY 2017-18. The independent audit was conducted in accordance with U.S. generally accepted auditing standards, and the CAFR was prepared in accordance with U.S. generally accepted accounting principles.

Attachments

1. Excerpts from FY 2017-18 CAFR
2. PowerPoint Presentation

SUPPLEMENTARY INFORMATION

GENERAL FUND

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund is comprised of the following:

GENERAL PURPOSE FUND

This fund accounts for resources traditionally associated with government, such as administration, public safety, library, parks maintenance, and recreation, outside of those accounted for in other funds.

MEASURE W FUND

This fund accounts for revenue as the result of the voter-approved one-half percent sales and use tax. Revenues are committed for maintenance and enhancement of local services.

**CITY OF SOUTH SAN FRANCISCO
GENERAL FUND
COMBINING BALANCE SHEETS
JUNE 30, 2018**

	<u>General Purpose</u>	<u>Measure W</u>	<u>Total</u>
ASSETS			
Cash and investments	\$25,762,213	\$11,885,837	\$37,648,050
Receivables:			
Accounts	5,774,877	1,959,169	7,734,046
Accrued interest	213,239		213,239
Due from other funds	70,000		70,000
Inventory	106		106
Restricted cash and investments	200,000		200,000
Properties held for redevelopment	20,582,335		20,582,335
Total Assets	<u>\$52,602,770</u>	<u>\$13,845,006</u>	<u>\$66,447,776</u>
LIABILITIES			
Accounts payable	\$1,307,966		\$1,307,966
Accrued salaries and benefits	3,027,256		3,027,256
Other payable	290,552		290,552
Deposits	411,025		411,025
Unearned revenue	124,085		124,085
Total Liabilities	<u>5,160,884</u>		<u>5,160,884</u>
FUND BALANCES			
Nonspendable	106		106
Committed	2,934,541	\$13,791,356	16,725,897
Assigned	4,280,672	53,650	4,334,322
Unassigned	19,644,232		19,644,232
Total Fund Balances	<u>26,859,551</u>	<u>13,845,006</u>	<u>40,704,557</u>
Total Liabilities and Fund Balances	<u>\$32,020,435</u>	<u>\$13,845,006</u>	<u>\$45,865,441</u>

**CITY OF SOUTH SAN FRANCISCO
GENERAL FUND
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2018**

	General Purpose	Measure W	Intra-Fund Transactions Elimination	Total
REVENUES				
Property taxes	\$34,143,627			\$34,143,627
Sales taxes	17,567,674	\$11,162,238		28,729,912
Transient occupancy taxes	13,978,533			13,978,533
Franchise Fees	4,403,493			4,403,493
Other taxes	5,869,611			5,869,611
Intergovernmental	2,610,233			2,610,233
Interest and rentals	2,846,967			2,846,967
Licenses and permits	14,674,809			14,674,809
Charges for services	10,924,668			10,924,668
Fines and forfeitures	423,604			423,604
Other	266,872			266,872
Total Revenues	107,710,091	11,162,238		118,872,329
EXPENDITURES				
Current:				
City Council	239,264			239,264
City Clerk	660,306			660,306
City Treasurer	135,218			135,218
City Attorney	996,380			996,380
City Manager	2,668,715	22,351		2,691,066
Finance	3,080,769			3,080,769
Non-departmental	1,049,187			1,049,187
Human Resources	1,541,524			1,541,524
Fire	26,059,072			26,059,072
Police	26,639,009			26,639,009
Public Works	5,014,343			5,014,343
Parks and Recreation	15,468,370			15,468,370
Library	5,379,836			5,379,836
Economic and Community Development	7,722,689			7,722,689
Total Expenditures	96,654,682	22,351		96,677,033
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	11,055,409	11,139,887		22,195,296
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of capital assets	3,990,605			3,990,605
Transfers in	6,269,262		(2,440,861)	3,828,401
Transfers out	(13,732,838)	(6,585,030)	2,440,861	(17,877,007)
Total Other Financing Sources (Uses)	(3,472,971)	(6,585,030)		(10,058,001)
Net Change in Fund Balances before special items	7,582,438	4,554,857		12,137,295
Special Item	(7,154,626)			(7,154,626)
Net Change in Fund Balances	427,812			4,982,669
Fund balances (deficits) - July 1	47,014,074	9,290,149		56,304,223
Fund balances (deficits) - June 30	\$47,441,886	\$13,845,006		\$61,286,892

**CITY OF SOUTH SAN FRANCISCO
GENERAL FUND
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL (NON GAAP LEGAL BASIS)
FOR THE YEAR ENDED JUNE 30, 2018**

	General Purpose			
	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amount	Positive (Negative)
Resources (inflows):				
Property taxes	\$26,877,714	\$33,760,827	\$34,143,627	\$382,800
Sales taxes	16,279,876	16,279,876	17,567,674	1,287,798
Transient occupancy taxes	14,800,000	14,800,000	13,978,533	(821,467)
Franchise fees	4,000,000	4,000,000	4,403,493	403,493
Other taxes	6,043,065	5,343,065	5,869,611	526,546
Intergovernmental	7,024,542	2,020,600	2,610,233	589,633
Interest and rentals	6,480,863	7,000,863	2,846,967	(4,153,896)
Licenses and permits	9,232,477	10,232,477	14,674,809	4,442,332
Charges for services	8,934,001	9,329,002	10,924,668	1,595,666
Fines and forfeitures	818,500	163,500	423,604	260,104
Other	174,991	174,991	266,872	91,881
Amounts available for appropriation	100,666,029	103,105,201	107,710,091	4,604,890
Charges to appropriations (outflows)				
City Council	246,918	246,917	239,264	7,653
City Clerk	642,681	666,810	660,306	6,504
City Treasurer	130,861	130,861	135,218	(4,357)
City Attorney	913,092	1,038,092	996,380	41,712
City Manager	1,960,599	3,091,257	2,861,732	229,525
Finance	2,595,665	3,365,768	3,423,017	(57,249)
Non-departmental	1,080,967	1,108,503	1,107,187	1,316
Human Resources	1,625,221	1,675,257	1,698,958	(23,701)
Fire	26,373,610	26,906,873	26,763,505	143,368
Police	27,864,737	27,654,237	26,639,009	1,015,228
Public Works	4,315,409	4,976,637	5,339,181	(362,544)
Parks and Recreation	15,553,369	15,929,220	15,649,568	279,652
Library	5,361,133	5,575,195	5,394,725	180,470
Economic and Community Development	7,216,002	10,772,828	10,027,304	745,524
Total charges to appropriations	95,880,264	103,138,455	100,935,354	2,203,101
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of capital assets		3,990,600	3,990,605	5
Transfers in	1,772,505	1,800,705	8,710,123	6,909,418
Transfers out	(2,920,600)	(6,592,401)	(13,732,838)	(7,140,437)
Total Other Financing Sources (Uses)	(1,148,095)	(801,096)	(1,032,110)	(231,014)
NET CHANGE IN FUND BALANCES BEFORE SPECIAL ITEMS	3,637,670	(834,350)	5,742,627	6,576,977
Special Item			(7,154,626)	(7,154,626)
Net Change in Fund Balances	\$3,637,670	(\$834,350)	(1,411,999)	(\$577,649)
Fund Balance - July 1			47,014,074	
Adjustment to budgetary basis:				
Encumbrance adjustments			4,280,672	
Fund Balance - June 30			\$49,882,747	

Measure W				Total			
Budgeted Amounts		Actual Amount	Variance with Final Budget Positive (Negative)	Budgeted Amounts		Actual Amount	Variance with Final Budget Positive (Negative)
Original	Final			Original	Final		
				\$26,877,714	\$33,760,827	\$34,143,627	\$382,800
\$9,168,433	\$9,168,433	\$11,162,238	\$1,993,805	25,448,309	25,448,309	28,729,912	3,281,603
				14,800,000	14,800,000	13,978,533	(821,467)
				4,000,000	4,000,000	4,403,493	403,493
				6,043,065	5,343,065	5,869,611	526,546
				7,024,542	2,020,600	2,610,233	589,633
				6,480,863	7,000,863	2,846,967	(4,153,896)
				9,232,477	10,232,477	14,674,809	4,442,332
				8,934,001	9,329,002	10,924,668	1,595,666
				818,500	163,500	423,604	260,104
				174,991	174,991	266,872	91,881
9,168,433	9,168,433	11,162,238	1,993,805	109,834,462	112,273,634	118,872,329	6,598,695
				246,918	246,917	239,264	7,653
				642,681	666,810	660,306	6,504
				130,861	130,861	135,218	(4,357)
				913,092	1,038,092	996,380	41,712
	76,000	76,001	(1)	1,960,599	3,167,257	2,937,733	229,524
				2,595,665	3,365,768	3,423,017	(57,249)
				1,080,967	1,108,503	1,107,187	1,316
				1,625,221	1,675,257	1,698,958	(23,701)
2,440,861	2,440,861		2,440,861	28,814,471	29,347,734	26,763,505	2,584,229
				27,864,737	27,654,237	26,639,009	1,015,228
				4,315,409	4,976,637	5,339,181	(362,544)
				15,553,369	15,929,220	15,649,568	279,652
				5,361,133	5,575,195	5,394,725	180,470
				7,216,002	10,772,828	10,027,304	745,524
2,440,861	2,516,861	76,001	2,440,860	98,321,125	105,655,316	101,011,355	4,643,961
					3,990,600	3,990,605	5
(9,168,433)	(13,900,705)	(9,025,891)	4,874,814	1,772,505	1,800,705	8,710,123	6,909,418
				(12,089,033)	(20,493,106)	(22,758,729)	(2,265,623)
(9,168,433)	(13,900,705)	(9,025,891)	4,874,814	(10,316,528)	(14,701,801)	(10,058,001)	4,643,800
(2,440,861)	(7,249,133)	2,060,346	9,309,479	1,196,809	(8,083,483)	7,802,973	15,886,456
						(7,154,626)	(7,154,626)
(\$2,440,861)	(\$7,249,133)	2,060,346	\$9,309,479	\$1,196,809	(\$8,083,483)	648,347	\$8,731,830
		9,290,149				56,304,223	
		53,650				4,334,322	
		\$11,404,145				\$61,286,892	



Independent Auditor Presentation For fiscal year ended June 30, 2018

City of South San Francisco

Amber Coatney
Audit Supervisor

Annual Audit

- Maze and Associates – **independent** of the City.

- Audit timing:
 - Interim – May 2018
 - Final – October 2018
 - Audit to be completed – December 2018

Annual Audit (Continued)

- Audit was conducted according to:
 1. Auditing standards generally accepted in the USA
 2. *Government Auditing Standards* issued by the Comptroller General of the United States of America.

Result of Audit

- **Unmodified (clean) opinion**
 - Fairly stated, in all material respects
 - Conformity with accounting principles generally accepted (GAAP) in the USA

Measure W Financial Statements

- Balance Sheets
- Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance
- Combining Schedule of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual

QUESTIONS?



"We are in the business to help our clients succeed"



Legislation Details (With Text)

File #:	18-1063	Name:	
Type:	Staff Report	Status:	Agenda Ready - Administrative Business
File created:	11/28/2018	In control:	Measure W Citizens' Oversight Committee
On agenda:	12/5/2018	Final action:	
Title:	Report transmitting Measure W Fiscal Year 2018-19 reports through October 31, 2018 (Richard Lee, Director of Finance)		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Attachment 1 FY 2018-19 Measure W Revenue Detail October 2018 YTD, 2. Attachment 2 FY 2018-19 Measure W Expenditure Detail October 2018 YTD, 3. Attachment 3 FY 2018-19 Project pf1707 Transaction Detail Report October 2018 YTD, 4. Attachment 4 FY 2018-19 Project st1702 Transaction Detail Report October 2018 YTD, 5. Attachment 5 FY 2018-19 Measure W Balance Sheet as of October 31 2018		

Date	Ver.	Action By	Action	Result
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Report transmitting Measure W Fiscal Year 2018-19 reports through October 31, 2018 (*Richard Lee, Director of Finance*)

RECOMMENDATION

This is an information only item.

BACKGROUND/DISCUSSION

Attached for the Measure W Citizens' Oversight Committee's information are Measure W financial reports through October 31, 2018 for Fiscal Year (FY) 2018-19.

Attachment 1, the Fiscal Year (FY) 2018-19 Measure W Revenue Detail Report, indicates that the City received \$2,346,514 in revenue through October 31, 2018, which accounts for the advances for July and August 2018 from the California Department of Tax and Fee Administration. As reflected in the revenue detail report and supporting documents, the advance for May 2018 in the amount of \$806,092 and true up for the second quarter of 2018 in the amount of \$1,153,078 were accrued for FY 2017-18.

As indicated in Attachment 2, the adopted budget for FY 2018-19 includes \$9,452,874 in total appropriations, primarily for support of the City's capital improvement plan. Through October 31, 2018, the City expended \$1,207,923 in Measure W. As such, the total remaining budget for FY 2018-19 is \$8,244,951. The Community Civic Campus project allocated \$1,162,668 in cost to Measure W, and the Underground Utility District (UUD) for Antoinette Lane allocated \$11,730 in cost. Project expense detail reports and supporting documentation are provided for the capital projects noted above via Attachment 3 and Attachment 4.

The balance sheet report, included as Attachment 5, lists all assets, liabilities, and equities for Measure W, and

reports a cash balance of \$13,717,134 as of October 31, 2018.

CONCLUSION

Measure W revenues were received and accounted for accurately. Measure W funds were spent in a manner consistent with the Measure W ballot measure language, and within the FY 2018-19 authorized appropriation limit.

Attachments:

1. FY 2018-19 Measure W Revenue Detail October 2018 YTD
2. FY 2018-19 Measure W Expenditure Detail October 2018 YTD
3. FY 2018-19 Project pfl707 Transaction Detail October 2018 YTD
4. FY 2018-19 Project st1702 Transaction Detail October 2018 YTD
5. FY 2018-19 Measure W Balance Sheet Report October 2018 YTD

revdetl.rpt
 11/28/2018 4:46PM
 Periods: 0 through 4

Revenue Detail Report
 FY 2018-19 Measure W Revenue Detail Oct 2018 YTD
 CITY OF SOUTH SAN FRANCISCO
 07/01/2018 through 10/31/2018

Page: 1

101 MEASURE W

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
101-00000 NON EXPENSE ACCT					
101-00000-30000 TAXES					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,731,450.00	0.00	0.00	9,731,450.00	0.00
7/24/2018 gl_crj CR 68290		806,091.75	1A 101		
Line Description: Measure W Sales Tax					
7/24/2018 acru_r_je GJ 68210-R		-806,091.75			
Line Description: FY17-18 Sales Tax-CA					
8/24/2018 gl_crj CR 68939		1,153,077.51	1B 101		
Line Description: Measure W Sales Tax					
8/24/2018 acru_r_je GJ 68942-R		-1,153,077.51			
Line Description: FY17-18 Sales Tax-CA					
9/24/2018 gl_crj CR 69320		914,703.57	1C 101		
Line Description: Measure W Sales Tax					
10/24/2018 gl_crj CR 69910		1,431,810.12	1D		
Line Description: Measure W Sales Tax					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,731,450.00	2,346,513.69	2,346,513.69	7,384,936.31	24.11
Total MEASURE W	9,731,450.00	2,346,513.69	2,346,513.69	7,384,936.31	24.11
Grand Total	9,731,450.00	2,346,513.69	2,346,513.69	7,384,936.31	24.11

Page: 1



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99972510

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account
at bank 322271627 from the RETAIL SALES TAX

972510
CITY OF SO. SAN FRAN T&U TAX
DIRECTOR OF FINANCE
PO BOX 711
SOUTH SAN FRANCISCO CA
94083-0711

07 | 24 | 18

DOLLARS	CENTS
\$**806091	.75

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency
accounting office immediately. Do not close your old account until you have received your
first payment in your new account.



BETTY T. YEE
CALIFORNIA STATE CONTROLLER

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
STATEMENT OF ADD-ON TAX DISTRIBUTION

437 DATE: 7/18/2018 FOR THE PERIODS SHOWN BELOW

PAYEE: CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

CURRENT ADVANCE	MAY 2018	806,091.75
PRIOR CREDITS		0.00
TOTAL PAYMENT		806,091.75

IF YOU HAVE ANY QUESTION PLEASE CONTACT CDTFA
LOCAL REVENUE BRANCH AT (916) 324-3000



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER

99626850

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account
at bank 322271627 from the RETAIL SALES TAX

08 | 24 | 18

626850

CITY OF SO. SAN FRAN T&U TAX
DIRECTOR OF FINANCE
PO BOX 711
SOUTH SAN FRANCISCO CA
94083-0711

DOLLARS

CENTS

\$*1153077.51

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency
accounting office immediately. Do not close your old account until you have received your
first payment in your new account.

**BETTY T. YEE**

CALIFORNIA STATE CONTROLLER

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

STATEMENT OF AOO-ON TAX DISTRIBUTION

437 DATE: 8/20/2018 FOR THE PERIODS SHOWN BELOW

PAYEE: CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

TOTAL DUE	2ND QTR 18	2,417,790.09
PRIOR CREDITS		0.00
PRIOR ADVANCES	2ND QTR 18	1,518,092.58-
COST OF ADMIN		253,380.00

BALANCE	2ND QTR 18	1,153,077.51
CURRENT ADVANCE	JUN 2018	0.00
TOTAL PAYMENT		1,153,077.51

IF YOU HAVE ANY QUESTION PLEASE CONTACT COTFA
LOCAL REVENUE BRANCH AT (916) 324-3000



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER
99267616

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account
at bank 322271627 from the RETAIL SALES TAX

09 | 24 | 18

267616

CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

PO BOX 711

SOUTH SAN FRANCISCO CA

94083-0711

DOLLARS CENTS

\$**914703.57

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency
accounting office immediately. Do not close your old account until you have received your
first payment in your new account.

**BETTY T. YEE**

CALIFORNIA STATE CONTROLLER

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

STATEMENT OF ADD-ON TAX DISTRIBUTION

437 DATE: 9/19/2018 FOR THE PERIODS SHOWN BELOW

PAYEE: CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

CURRENT ADVANCE JUL 2018

914,703.57

PRIOR CREDITS

0.00

TOTAL PAYMENT

914,703.57

IF YOU HAVE ANY QUESTION PLEASE CONTACT CDTFA

LOCAL REVENUE BRANCH AT (916) 324-3000



STATE OF CALIFORNIA

DIRECT DEPOSIT NUMBER

99013172

DIRECT DEPOSIT ADVICE

The amount printed on the face of this advice was transmitted to an account
at bank 322271627 from the RETAIL SALES TAX

10 | 24 | 18

013172

CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

PO BOX 711

SOUTH SAN FRANCISCO CA

94083-0711

DOLLARS

CENTS

\$*1431810.12

NOT NEGOTIABLE

437

PAYEE IDENTIFICATION
NUMBER(S)

When changing accounts or financial institutions, notify your retirement system or agency
accounting office immediately. Do not close your old account until you have received your
first payment in your new account.

**BETTY T. YEE**

CALIFORNIA STATE CONTROLLER

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

STATEMENT OF ADD-ON TAX DISTRIBUTION

437 DATE: 10/16/2018 FOR THE PERIODS SHOWN BELOW

PAYEE: CITY OF SO. SAN FRAN T&U TAX

DIRECTOR OF FINANCE

CURRENT ADVANCE AUG 2018

1,431,810.12

PRIOR CREDITS

0.00

TOTAL PAYMENT

1,431,810.12

IF YOU HAVE ANY QUESTION PLEASE CONTACT CDTFA

LOCAL REVENUE BRANCH AT (916) 324-3000

expdetl.rpt
 11/28/2018 6:29PM
 Periods: 0 through 4

Expenditure Detail Report
 FY 2018-19 Measure W Expenditures Oct 2018 YTD
 CITY OF SOUTH SAN FRANCISCO
 07/01/2018 through 10/31/2018

Page: 1

101 MEASURE W

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
101-00000 NON EXPENSE ACCT						
101-00000-6000 CAPITAL OUTAY						
Total CAPITAL OUTAY	0.00	0.00	0.00	0.00	0.00	0.00
101-00000-9000 TRANSFERS						
Total TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
Total NON EXPENSE ACCT	0.00	0.00	0.00	0.00	0.00	0.00
101-01000 CITY COUNCIL						
101-01000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00
101-02000 CITY CLERK						
101-02000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY CLERK	0.00	0.00	0.00	0.00	0.00	0.00
101-03000 CITY TREASURER						
101-03000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY TREASURER	0.00	0.00	0.00	0.00	0.00	0.00
101-04000 CITY ATTORNEY						
101-04000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY ATTORNEY	0.00	0.00	0.00	0.00	0.00	0.00
101-05000 CITY MANAGER						
101-05000-5000 SUPPLIES & SERVICES						
101-05101-5005 PROFESSIONAL & SPECIALIZED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
7/1/2018 budadj BA 2019-PO-OPEN	53,650.00					
Line Description: Auto PO Open (0101942) Document Description : AUTO BUDGET ADJUSTMENT (OPENING PO'S)						

Expenditure Detail Report
FY 2018-19 Measure W Expenditures Oct 2018 YTD
CITY OF SOUTH SAN FRANCISCO
07/01/2018 through 10/31/2018

101 MEASURE W

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
101-05101-5005 PROFESSIONAL & SPECIALIZED SVCS	(Continued)					
9/6/2018 invoice IN PRG #SSF1803		11,175.00	2A			
Line Description: COMM CIV CAMPUS FUNDRAISING PR Document Description : COMM CIV CAMPUS FUNDRAISING PROG JULY 20						
Vendor: 108252 PARTNERSHIP RESOURCES GROUP Check # 270440						
9/6/2018 invoice IN PRG #SSF1804		11,175.00	2B			
Line Description: COMM CIV CAMPUS FUNDRAISING PR Document Description : COMM CIV CAMPUS, PRG FUNDRAISING CONSULT						
Vendor: 108252 PARTNERSHIP RESOURCES GROUP Check # 271118						
10/2/2018 invoice IN PRG #SSF1805		11,175.00	2C			
Line Description: COMMUNITY CIVIC CAMPUS FUNDRAI Document Description : COMM CIV CAMPUS, PRG FUNDRAISING CONSULT						
Vendor: 108252 PARTNERSHIP RESOURCES GROUP Check # 271118						
101-05101-5005 PROFESSIONAL & SPECIALIZED SVCS	53,650.00	33,525.00	33,525.00	0.00	20,125.00	62.49
Total SUPPLIES & SERVICES	53,650.00	33,525.00	33,525.00	0.00	20,125.00	62.49
Total CITY MANAGER	53,650.00	33,525.00	33,525.00	0.00	20,125.00	62.49
101-06000 FINANCE DEPARTMENT						
101-06000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-07000 NON-DEPARTMENTAL						
101-07000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total NON-DEPARTMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
101-09000 HUMAN RESOURCES						
101-09000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total HUMAN RESOURCES	0.00	0.00	0.00	0.00	0.00	0.00
101-10000 ECONOMIC & COMMUNITY DEVELOPMENT DEPT						
101-10000-5000 SUPPLIES & SERVICES						

Expenditure Detail Report
FY 2018-19 Measure W Expenditures Oct 2018 YTD
CITY OF SOUTH SAN FRANCISCO
07/01/2018 through 10/31/2018

101 MEASURE W

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total SUPPLIES & SERVICES		0.00	0.00			
Total ECONOMIC & COMMUNITY DEVELOPMENT DEPT	0.00	0.00	0.00	0.00	0.00	0.00
101-11000 FIRE DEPARTMENT						
101-11000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-12000 POLICE DEPARTMENT						
101-12000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-13000 PUBLIC WORKS						
101-13000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00	0.00
101-15000 LIBRARY DEPARTMENT						
101-15000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total LIBRARY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-16000 INFORMATION TECHNOLOGY DEPARTMENT						
101-16000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total INFORMATION TECHNOLOGY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-17000 PARKS & RECREATION DEPARTMENT						
101-17000-5000 SUPPLIES & SERVICES						
Total SUPPLIES & SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total PARKS & RECREATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-99000 CIP						
101-99000-9000 TRANSFERS						
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	9,399,224.00	0.00	0.00	0.00	9,399,224.00	0.00

expdetl.rpt
11/28/2018 6:29PM
Periods: 0 through 4

Expenditure Detail Report
FY 2018-19 Measure W Expenditures Oct 2018 YTD
CITY OF SOUTH SAN FRANCISCO
07/01/2018 through 10/31/2018

Page: 4

101 MEASURE W

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	(Continued)					
10/31/2018 rev alloc GJ pf1707		1,162,667.65	Refer to Attachment 3			
Line Description: Project: pf1707 Allocation Document Description : Project: pf1707 Allocation						
10/31/2018 rev alloc GJ st1702		11,730.49	Refer to Attachment 4			
Line Description: Project: st1702 Allocation Document Description : Project: st1702 Allocation						
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	9,399,224.00	1,174,398.14	1,174,398.14	0.00	8,224,825.86	12.49
Total TRANSFERS	9,399,224.00	1,174,398.14	1,174,398.14	0.00	8,224,825.86	12.49
Total CIP	9,399,224.00	1,174,398.14	1,174,398.14	0.00	8,224,825.86	12.49
Total MEASURE W	9,452,874.00	1,207,923.14	1,207,923.14	0.00	8,244,950.86	12.78
Grand Total	9,452,874.00	1,207,923.14	1,207,923.14	0.00	8,244,950.86	12.78



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

I-N-V-O-I-C-E
PRG #SSF1803

P.O. # 0101942

DATE: July 3, 2018

TO: City of South San Francisco
Attn: Accounts Payable
400 Grand Avenue.
South San Francisco, CA 94080

For consulting services, per Agreement of April 24, 2018:

➤ Capital Fundraising Planning and Assessment, Progress Payment #3.....\$11,175.00

Expense Summary

Expense Type	Rate	Sub-total	Total
TRAVEL	\$.58 p/m	\$ 00.00	\$ 00.00
PARKING/TOLLS	direct cost	\$ 00.00	\$ 00.00
PRINT/POSTAGE	direct cost	\$ 00.00	\$ 00.00
MEALS/CLIENT EXPENSES	direct cost	\$ 00.00	\$ 00.00

TOTAL, due and payable upon receipt \$11,175.00

Please make checks payable to *Partnership Resources Group*

EIN # 27-1995712

D# 378462

Input: 75 9/6/18
Approved: _____

V# 108252



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

PROGRESS REPORT #2

DATE: July 3, 2018

TO: Marian Lee, Assistant City Manager
City of South San Francisco

RE: Fundraising Feasibility Assessment for Library/Community Center

The following is a report of consultants' activity for June 2018:

- Session on June 1, 2018 to review and define City's programmatic plans for Library & Community Center with the Assistant City Manager, Director of Library Services, Parks & Recreation Director
- Session on June 1 with the Project Task Force of staff and citizens to initiate the public phase of the project, orient the Task Force, discuss core elements of the Case for Support and identify Study interviewees.
- PRG compilation of first stage interviewee prospect list and circulation of list back to staff and task force for prioritization.
- Held conference call with Task Force members John Poletti and Norm Faria who were unable to attend the June 1 meeting. Informed them of process and roles, and gathered their input on case and interview cohort list.
- PRG Team session to review Task Force's inputs and craft the initial Case for Support for review and fact-checking by City staff, the week of June 11, 2018.
- Further prospect research commissioned by PRG to identify new donors and gather data to support assumptions on already-identified candidates for consultants' interviews.
- First Draft of the Case for Support written and submitted to Assistant City Manager, Director of Library Services, Parks & Recreation Director, and Economic and Community Development Director for review and feedback.
- Held conference call June 25 to further prioritize interviewee cohort list, and add necessary information for contact.
- Corresponded individually with TF member Gail to gather additional information on select interviewees.

- Held two conference calls with Director of Library Services, Parks & Recreation Director, and Economic and Community Development Director on April 27 and 28 to collect feedback on the case.
- Created 2nd draft of Case for client review. Target delivery July 9.
- Ongoing email communication City staff re: progress and clarifying questions to advance the project.

Sanders, Renee

From: Lee, Marian
Sent: Thursday, July 26, 2018 5:19 PM
To: Sanders, Renee
Cc: Enders, Heather
Subject: FW: Invoice and General Follow-up
Attachments: PRG-SSF Invoice #1803.pdf; PRG Progress Report July 2018.pdf

Hi Renee,

This is good to process through EDEN.

Thank you.

Mare

-----Original Message-----

From: Elliot Levin [mailto:elliott@prgonline.net]
Sent: Thursday, July 12, 2018 11:09 AM
To: Lee, Marian
Cc: Sanders, Renee
Subject: Invoice and General Follow-up

Hi Marian,

Attached is the invoice and monthly report for June. Thanks for your review and attention.

Also just letting you know I've sent the new and improved Case for Support to the rest of the team and am awaiting feedback before finalizing for you and for Mike.

Best,

Elliot

Elliot Levin, President
Partnership Resources Group
838 Mission Ave.
San Rafael, CA 94901
415.485.6265, o
415.336.3304, m

www.partnershipresourcesgroup.com



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

I-N-V-O-I-C-E
PRG #SSF1804

P.O. # 0101942

DATE: September 4, 2018

TO: City of South San Francisco
Attn: Accounts Payable
400 Grand Avenue.
South San Francisco, CA 94080

For consulting services, per Agreement of April 24, 2018:

- Capital Fundraising Planning and Assessment, Progress Payment #4 \$11,175.00
- &
- ~~Invoice #1803, 7/3/18, past due~~ ~~\$11,175.00~~

input: RS 8/ /18
Approved: _____

Expense Summary

Expense Type	Rate	Sub-total	Total
TRAVEL	\$.58 p/m	\$ 00.00	\$ 00.00
PARKING/TOLLS	direct cost	\$ 00.00	\$ 00.00
PRINT/POSTAGE	direct cost	\$ 00.00	\$ 00.00
MEALS/CLIENT EXPENSES	direct cost	\$ 00.00	\$ 00.00

TOTAL, due and payable upon receipt \$22,350.00

Aug 2018
\$ 11,175.00

Please make checks payable to *Partnership Resources Group*

EIN # 27-1995712

D# 378465

V# 108252



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

PROGRESS REPORT #3

DATE: September 4, 2018

TO: Marian Lee, Assistant City Manager
City of South San Francisco

RE: Fundraising Feasibility Assessment for Library/Community Center

The following is a report of consultants' activity for July & August 2018:

- Regular communications with Marian Lee regarding the Civic Campus project budgeting issues and the necessary slowdown of the fundraising feasibility assessment process while the City reviews and approves revisions to the project budget and cost projections for the Library/Community Center component.
- Planning Session on August 16 with Mike Futrell, Marian Lee, Valerie Sommer and Angela Duldulao regarding project timeframe, new project budget, Case for Support and priority interviewees. Library/Community Center project approved with a \$120M budget and a funding gap of \$10M.
- First Round of outside research completed, identifying 30 prospective donors, companies and grantmaking foundations to be considered during the Feasibility Assessment phase. Outside research list cross-tabbed with South City list for overlap
- PRG compiled and prioritized first stage interviewee prospect list and circulated list to staff, City Manager and task force for prioritization.
- Final draft of project Case for Support created with additional inputs/edits from Marina Lee, Valerie Sommer, Alex Greenwood and Sharon Ranals.
- Session with Alex Greenwood on August 30 to review interviewees identified as his for lead contact.
- Drafted cover letter to accompany Case for Support to interviewees.
- Drafted project update to Task Force for Marian Lee to send to Task Force
- Ongoing email communication City staff re: progress and clarifying questions to advance the project.



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

I-N-V-O-I-C-E
PRG #SSF1805

DATE: October 1, 2018

TO: City of South San Francisco
Attn: Accounts Payable
400 Grand Avenue.
South San Francisco, CA 94080

Input: PS 10/2/18
Approved: [Signature]
10/2/18

For consulting services, per Agreement of April 24, 2018:

- Capital Fundraising Planning and Assessment, Progress Payment #5 \$11,175.00
- ~~Invoice #1804, 9/4/18, past due~~ ~~\$11,175.00~~

D# 379941

V# 108252

Expense Summary

Expense Type	Rate	Sub-total	Total
TRAVEL	\$.58 p/m	\$ 00.00	\$ 00.00
PARKING/TOLLS	direct cost	\$ 00.00	\$ 00.00
PRINT/POSTAGE	direct cost	\$ 00.00	\$ 00.00
MEALS/CLIENT EXPENSES	direct cost	\$ 00.00	\$ 00.00

TOTAL, due and payable upon receipt ~~\$22,350.00~~

11,175.⁰⁰
(Sept 2018)

Please make checks payable to *Partnership Resources Group*

EIN # 27-1995712



Partnership Resources Group

838 Mission Avenue
San Rafael, CA 94901
415.485.6265, p
415.485.6216, f

PROGRESS REPORT #4

DATE: October 2, 2018

TO: Marian Lee, Assistant City Manager
City of South San Francisco

RE: Fundraising Feasibility Assessment for Library/Community Center

The following is a report of consultants' activity for September 2018:

- Finalized the Study Case for Support (known as “Library-Community Recreation Center Project Overview”) and Project Facts-at-a-Glance for distribution to Priority Interview cohort.
- Created final Priority Interviewee roster of 34 candidates for Stage 1 interviews and assigned each for preliminary contact to City staff and task force members.
- Conducted full orientation of Eliza Manchester in her capacity as coordinator of the interview calendar. Created FAQ's for scheduling interviews.
 - With Eliza, developed an online tracking tool for capture of contact notes and scheduling of interviewees to begin the week of September 10.
 - Created the online calendar for Eliza to schedule interviews
 - Created and reviewed step-by-step written procedures for scheduling interviews and coordinating communications with interviewees
 - Invitations for interviews sent to all 34 Priority interviewees along with Case and Facts about the project
- Sent customized assignments for “door opening” contacts and Talking Points to be used with these contacts to assigned City staff and task force members.
- PRG developed the customized interview questionnaire for use in interviews as note-taking device to ensure consistency throughout interview process.
- Conducted first 4 interviews, compiled findings and sent follow-up acknowledgements to each interviewee.
- Ongoing email communication Marian, Eliza, City staff and task force members re: project progress

paTran

Project Expense Transaction Detail Report

11/28/2018 4:53PM

CITY OF SOUTH SAN FRANCISCO

7/1/2018 through 10/31/2018

Project Number # pf1707 COMMUNITY CIVIC CAMPUS

Date	Reference	Description	Account #	Hours	Labor + Benefits	Materials	Other	Total
Phase #	100	PRELIMINARY STUDIES						
7/31/2018	69051-R	Ninyo and Moore Geotechnical	E 510-99995-5999				-71,000.00	-71,000.00
8/15/2018	219345	COMM CIVIC CAMPUS, GEOTECHN	E 510-99995-5999				71,000.00	71,000.00
		104960 NINYO AND MOORE GEOTECHNICAL	Check: 270010 8/22/2018					
	Phase Total: 100	PRELIMINARY STUDIES		0.00	0.00	0.00	0.00	0.00
Phase #	110	DESIGN						
9/24/2018	133903	COMM CIVIC CAMPUS NEWSLTR CI	E 510-99995-5999			983.25		983.25
		099812 ESSENCE PRINTING, INC	Check: 270807 9/26/2018					
10/26/2018	0133026	FY 2017-18 allotment~	E 510-99995-5999				334,433.13	334,433.13
		107999 SMITHGROUPJJR INC	Check: 271596 10/31/2018					
10/26/2018	0133624	FY 2017-18 allotment~	E 510-99995-5999				665,002.11	665,002.11
		107999 SMITHGROUPJJR INC	Check: 271596 10/31/2018					
	Phase Total: 110	DESIGN		0.00	0.00	983.25	999,435.24	1,000,418.49
Phase #	160	PROJECT MANAGEMENT						
7/18/2018	W-19.5-002-SSF	PERMIT FEES FOR BART TUNNEL S	E 510-99995-5999			15,000.00		15,000.00
		021558 SAN FRANCISCO BAY AREA RAPID	Check: 269282 7/25/2018					
8/16/2018	80019	COMM CIV CAMPUS KITCHELL PRC	E 510-99995-5999				49,987.00	49,987.00
		106730 KITCHELL CEM	Check: 269932 8/17/2018					
9/5/2018	cc378413	MIKE FUTRELL -- CREDIT CARD PU	E 510-99995-5999			25.15		25.15
		000310 FEDEX	Check: 270349 9/7/2018					
9/24/2018	80536	FY2016-17 APPROVED CONSULTAN	E 510-99995-5999				49,165.00	49,165.00
		106730 KITCHELL CEM	Check: 270877 9/28/2018					
10/22/2018	cc381115	LESLIE ARROYO -- CREDIT CARD P	E 510-99995-5999			450.00		450.00
		105406 DGI	Check: 271605 10/31/2018					
10/22/2018	cc381116	LESLIE ARROYO -- CREDIT CARD P	E 510-99995-5999			97.01		97.01
		108067 AMERICAN LANGUAGE SERVICE	Check: 271605 10/31/2018					
10/22/2018	cc381117	LESLIE ARROYO -- CREDIT CARD P	E 510-99995-5999			160.00		160.00
		105406 DGI	Check: 271605 10/31/2018					
10/26/2018	81137	FY2016-17 APPROVED CONSULTAN	E 510-99995-5999				47,365.00	47,365.00
		106730 KITCHELL CEM	Check: 271574 10/31/2018					
	Phase Total: 160	PROJECT MANAGEMENT		0.00	0.00	15,732.16	146,517.00	162,249.16
Project Number Total: pf1707	COMMUNITY CIVIC CAMPUS			0.00	0.00	16,715.41	1,145,952.24	1,162,667.65

GRAND TOTAL:	0.00	0.00	16,715.41	1,145,952.24	1,162,667.65
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INVOICE

Ms. Kari Jung
CITY OF SOUTH SAN FRANCISCO
315 Maple Avenue
South San Francisco, CA 94080

June 28, 2018
Project No: 403151002
Invoice No: 219345

Geotechnical Consulting Services
Measure W - Community Civic Campus
South San Francisco, California
Ninyo & Moore Task Order No. 2018-G3

Invoice through May 25, 2018 for geotechnical consulting services regarding the proposed new fire station, police station, and library/recreation facility for the Measure W Community Civic Campus project in South San Francisco. Ninyo & Moore's services reflected on this invoice included performance of a geotechnical evaluation, private utility survey, disposal of cuttings, percolation testing, geophysical survey, site specific ground motion hazard assessment, enhanced subsurface exploration and laboratory testing program, piezometer installation, distributed mobilization, analytical testing for waste characterization, and preparation of geotechnical evaluation reports.

Tax ID No. 33-0269828

Professional Services

Contract Amount	71,000.00
Percent Complete	100.00
Previously Billed	0.00

TOTAL THIS INVOICE

\$71,000.00

input: RS 8/6/15
Approved: _____

Queue: civ-ctr-ch
P.O. 0101894

E/ pt 1707-100-600

D# 377277

V# 104960

5710 Ruffin Road • San Diego, California 92123 • Phone (858) 576-1000 • Fax (858) 576-9600

San Diego • Irvine • Los Angeles • Rancho Cucamonga • Oakland • San Francisco • San Jose • Sacramento
Las Vegas • Phoenix • Tucson • Prescott Valley • Denver • Broomfield • Houston

August 2, 2018
Project No. 403151002

Ms. Marian, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, California 94080

Subject: Geotechnical Consulting Services
Measure W – Community Civic Campus
South San Francisco, California
Ninyo & Moore Task Order No. 2018-G3

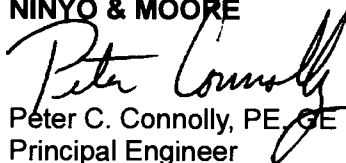
Dear Ms. Lee:

As requested, this letter provides clarification for the completed work that is reflected on the attached invoice. The total billed on the invoice reflects the completion of Tasks 1 through 10 on the referenced Task Order. Task 11 remains to be completed. A breakdown of the work completed and amount invoiced per task is presented in the following table.

Task	Budget	Billed	Progress
Task 1 - Geotechnical Evaluation with Subsurface Exploration	\$ 32,000	\$ 32,000	100%
Task 2 - Private Utility Survey	\$ 1,800	\$ 1,800	100%
Task 3 - Disposal of Cuttings	\$ 400	\$ 400	100%
Task 4 - Percolation Testing	\$ 900	\$ 900	100%
Task 5 - Geophysical Survey	\$ 3,500	\$ 3,500	100%
Task 6 - Site Specific Ground Motion Assessment	\$ 2,200	\$ 2,200	100%
Task 7 - Enhanced Exploration and Laboratory Testing Program	\$ 16,000	\$ 16,000	100%
Task 8 - Piezometer Installation and Monitoring	\$ 6,500	\$ 6,500	100%
Task 9 - Additional Mobilization	\$ 1,100	\$ 1,100	100%
Task 10 - Analytical Testing for Waste Characterization	\$ 6,600	\$ 6,600	100%
Task 11 - Geotechnical Review of Contract Documents	\$ 1,800	\$ -	0%
Total:	\$ 72,800	\$ 71,000	

Sincerely,

NINYO & MOORE


Peter C. Connolly, PE, GE
Principal Engineer

PCC/

Attachment: Invoice No. 219345

Distribution: (1) Addressee (c/o Dolores Montenegro)

Sanders, Renee

From: Lee, Marian
Sent: Monday, August 6, 2018 10:50 AM
To: Montenegro, Dolores [contractor]; Sanders, Renee; Enders, Heather
Subject: RE: Ninyo & Moore - Invoice - Letter Delineating Deliverables

Renee,

This is good. Please process. Richard can approve for me in EDEN.

Mare

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Monday, August 06, 2018 10:15 AM
To: Sanders, Renee; Enders, Heather
Cc: Lee, Marian
Subject: Ninyo & Moore - Invoice - Letter Delineating Deliverables

Good morning SSF team,

Please see the attached... the cover letter delineates the work completed in support of the invoice, 2nd page. We previously reviewed and recommended payment.

Thank you.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

O: 408.280.7889 | C: 650.554.9286 | D: 408.280.7386 Follow us: [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#)
| [Youtube](#)

Think Green before printing this e-mail



270 Oyster Point Blvd.
So. San Francisco, CA 94080
(650) 952-5072

ESSENCE
PRINTING, INC.

TAX ID# 94-3066365
INCORPORATED IN CA SINCE 1986

Attn **Leslie Arroyo**
Company City of South San Francisco
Address 400 Grand Avenue (PO Box 711)
City, State, Zip South San Francisco Ca 94083
Phone D: 650.829.6603; C: 650.636.6668
Email:

ACH/EFT - Preferred method of payment:
JPMorgan Chase Bank - Millbrae
10 S El Camino Real
Millbrae, CA 94030
CA ABA # (routing #) 322271627
Account # 410088889 (Checking)

Invoice # **133903**

Invoice Date: 9/20/2018

Payment Due By 10/20/2018

Ship Name City of South San Francisco
Ship ATTN Leslie Arroyo
Ship Address 400 Grand Avenue
Ship City, ST, Zip South San Francisco Ca 94083

PO Number

Leslie Arroyo

Terms

Net 30

Ship Via

OUR TRUCK

Sales Person

Baufu Yueh

SCS-COC-001062

Order #	Quantity	Item Description	Unit Price	No Tax	TOTAL
218054	250 each	City of South San Francisco Newsletter		<input type="checkbox"/>	\$450.00
		Community Civic Campus Newsletter - 2 Lots:		<input type="checkbox"/>	
		Chinese, Spanish		<input type="checkbox"/>	
				<input type="checkbox"/>	
217683	500	City of South San Francisco Newsletter		<input type="checkbox"/>	\$450.00
		Community Civic Campus Newsletter		<input type="checkbox"/>	

E/pf 1707-110-600

510-99995-5999

Amounts not paid within 30 days from the invoice date will be subject to late payment charge of 1.5% (18% per year).
All claims against damages and/or shortages or any other reason must be filed within 5 working days.
No credits will be issued without prior authorization.

Purchaser agrees to pay ESSENCE PRINTING, INC., or its assignees any expenses including attorney's fees incurred in recovering possession of any ESSENCE PRINTING, INC., supplies, or in collecting any unpaid balance or, in reselling any ESSENCE PRINTING, INC., supplies, or in collecting any deficiency remaining after the proceeds of the sale of any ESSENCE PRINTING, INC., supplies at the purchase price.
It is understood and agreed that the special printing aids and/or dies used in completing this job are sold to you and upon acquisition for your account or upon completion of manufacturing and prior to use by us.

Invoice Grand Total reflects 4% discount for Cash, Check or similar means payment.
Additional 4% charge will be added for credit card payments. If you have any questions, please call us at (650) 952-5072.

Sub Total \$900.00

.0925 Tax \$83.25

Shipping / Postage

Grand Total \$983.25

Paid to Date

Balance Due as of 9/20/2018 \$983.25

Approved: 9/24/18
Approved: _____

D# 379505
V# 099812

Sanders, Renee

To: Lee, Marian
Subject: Invoice 133903 City SSF Newsletters
Attachments: Invoice 133903 CitySSF Newsletters.pdf

From: Arroyo, Leslie
Sent: Friday, September 21, 2018 10:27 AM
To: Sanders, Renee <Renee.Sanders@ssf.net>
Cc: Enders, Heather <Heather.Enders@ssf.net>
Subject: FW: Invoice 133903 CitySSF Newsletters

Renee,

Can you please process this?

This is for Measure W – Community Civic Campus, so I would ask Mare where this is charged.

Thanks!
Leslie

Leslie Arroyo, MBA
Communications Director
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080
Direct: 650.829.6603; Cell: 650.636.6668
leslie.arroyo@ssf.net

From: Baufu Yueh [<mailto:baufu@essenceprinting.com>]
Sent: Thursday, September 20, 2018 4:38 PM
To: Arroyo, Leslie; Accounts Receivable
Subject: Invoice 133903 CitySSF Newsletters

Hi Leslie,

Thank you for your business!
Attached is an invoice for your payment.
Please pay from this invoice. This invoice will not be mailed.

Baufu

Essence Printing, Inc.
Baufu Yueh
270 Oyster Point Boulevard
South San Francisco, CA 94080
Tel: 650.952.5072
Fax: 650.952.5073
Cell: 650.239.6645
baufu@essenceprinting.com

SCAN CHECK TO ENGINEERING



Invoice Approval - Commitments (IA) - 2

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 2	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0133026		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0133026
Vendor Invoice Date:	09.13.2018
Period From:	06.30.2018
Period To:	07.27.2018
Invoice Documentation:	SMITHGROUP INC Inv 0133026 dtd 8.22.18.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	09.14.2018
PM Signature:	Marian Lee	PM Approval Date:	10.22.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	10.23.2018
Director Signature:	Eunejune Kim	Director Approval Date:	10.25.2018

Finance Info

SCAN CHECK TO ENGINEERING

Check Number:

Check Date:

Check Amount: 0

Commitment Invoice Details

Status:	Approved	Approved:	10.25.2018 (Eunejune Kim)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	09.14.2018	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW-100	2,976,866.05	0.00	334,433.13	0.00%	0.00
Totals				2,976,866.05	0.00	334,433.13		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
SMITHGROUP INC Inv 0133026 dtd 8.22.18.pdf	Sanders, Renee (City of South San Francisco)	09.14.2018	Start

RETURN CHECK TO ENGINEERING

INVOICE

SMITHGROUP

SMITHGROUP, INC
301 Battery Street, 7th Floor
San Francisco, CA 94111
T 415.227.0100
smithgroup.com

Accounting Contact: Josh.Stern@smithgroup.com

Marian Lee
City of South San Francisco
400 Grand Avenue, 2nd Floor
South San Francisco, CA 94080

Input: *RS 9/14/18*
Approved: _____

SGJJR Project Manager: Don Jerabek
Project No.: 10609.000

Date: August 22, 2018
SGJJR Invoice No.: 0133026
Progress Bill No.: 006

City of South San Francisco - Community Civic Campus

Professional Services from June 30, 2018, to July 27, 2018

D# eBuilder
V# 107999(Eden)

PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
1. Multi-modal Campus Planning and Landscape					
a. Validation and Concept Design	322,560.00	100.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	0.00	0.00	0.00	0.00
c. Design Development	412,160.00	0.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,960.00	0.00	0.00	0.00	0.00
Subtotal	1,792,000.00		322,560.00	322,560.00	0.00
2. Library, Recreation Services and Garage					
a. Validation and Concept Design	904,820.00	100.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	0.00	0.00	0.00	0.00
c. Design Development	1,730,960.00	0.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	0.00	0.00	0.00
Subtotal	7,868,000.00		904,820.00	904,820.00	0.00
3. Police Station					
a. Validation and Concept Design	587,685.00	100.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	0.00	0.00	0.00	0.00
c. Design Development	1,287,310.00	0.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	0.00	0.00	0.00
Subtotal	5,596,999.00		587,685.00	587,685.00	0.00

RETURN CHECK TO ENGINEERING

Project	10609	City of South San Francisco - Community Civic Campus	SGJJR Inv 0132350	Progress Inv	006
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PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
4. Fire Department					
a. Validation and Concept Design	257,715.00	100.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	0.00	0.00	0.00	0.00
c. Design Development	487,418.00	0.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00
Subtotal	1,726,571.00		257,715.00	257,715.00	0.00
5. Stakeholder and Community Outreach					
a. Validation and Concept Design	117,500.00	95.00	111,625.00	86,950.00	24,675.00
b. Schematic Design	94,000.00	0.00	0.00	0.00	0.00
c. Design Development	23,500.00	0.00	0.00	0.00	0.00
Subtotal	235,000.00		111,625.00	86,950.00	24,675.00
6. Other Subject Matter Experts (Food, Wind, Bird and Interactive)					
a. Validation and Concept Design	70,000.00	36.00	25,200.00	25,200.00	0.00
b. Schematic Design	85,000.00	0.00	0.00	0.00	0.00
c. Design Development	136,000.00	0.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	0.00	0.00	0.00
Subtotal	376,000.00		25,200.00	25,200.00	0.00
TOTAL Phase Fees	17,593,570.00				24,675.00
Contract Amendments					
Contingency Month June 2018	122,000.00	100.00	122,000.00	0.00	122,000.00
Contingency Month July 2018	122,000.00	100.00	122,000.00	0.00	122,000.00
Outreach Meetings (17 meetings)	60,300.00	100.00	60,300.00	0.00	60,300.00
Community Theater as bid alternate	185,000.00	0.00	0.00	0.00	0.00
Subtotal Contract Amendments	489,300.00		304,300.00	0.00	304,300.00
Total Phase & Add Service Fee	18,082,870.00				328,975.00
SUBTOTAL PHASE FEES					328,975.00

RETURN CHECK TO ENGINEERING

Project	10609	City of South San Francisco - Community Civic Campus	SGJJR Inv 0133026	Progress Inv 006
Reimbursable Expenses				
Reproduction				
07/27/18	American Reprographics		203.44	
07/27/18	American Reprographics		325.77	
07/27/18	American Reprographics		1.95	
07/27/18	American Reprographics		14.81	
07/27/18	American Reprographics		1,638.35	
07/27/18	American Reprographics		35.50	
07/27/18	American Reprographics		285.90	
07/27/18	American Reprographics		1.41	
07/27/18	American Reprographics		21.37	
07/27/18	American Reprographics		0.71	
07/27/18	American Reprographics		0.71	
07/27/18	American Reprographics		0.71	
07/27/18	American Reprographics		125.37	
07/27/18	American Reprographics		980.89	
Misc. Expenses				
05/22/18	Johnson, Michael	INTERNET	20.00	
Misc. Expenses				
06/13/18	Jerabek, Donald	Toll Fee	6.00	
06/26/18	Jerabek, Donald	Toll Fee	6.00	
07/25/18	Jerabek, Donald	Toll Fee	6.00	
Travel				
05/22/18	Johnson, Michael	Lyft ride	42.96	
05/22/18	Johnson, Michael	Lyft ride	21.62	
05/23/18	Johnson, Michael	DTW	23.00	
05/23/18	Johnson, Michael	AA-DTW	32.70	
06/04/18	Roddy, Mark	Uber ride	24.81	
06/04/18	Roddy, Mark	Uber ride	28.70	
06/13/18	Jerabek, Donald	Parking to attend City Council	20.00	
06/13/18	Jerabek, Donald	Mileage	35.97	
06/15/18	Jerabek, Donald	BART	4.00	
06/15/18	Jerabek, Donald	BART	4.00	
06/26/18	Jerabek, Donald	Mileage	35.97	
06/26/18	Litwin, Kenneth	Lyft ride	31.48	
06/26/18	Litwin, Kenneth	Lyft ride	26.71	
07/02/18	Jerabek, Donald	BART	4.00	
07/02/18	Litwin, Kenneth	Lyft ride	16.65	
07/02/18	Litwin, Kenneth	Lyft ride	33.51	
07/02/18	Kohli, Todd	Uber ride	35.46	
07/09/18	Litwin, Kenneth	Lyft ride	32.69	
07/09/18	Jerabek, Donald	BART	4.00	
07/09/18	Jerabek, Donald	BART	4.00	
07/13/18	Litwin, Kenneth	Lyft ride	27.57	
07/13/18	Jerabek, Donald	Parking	13.00	
07/13/18	Jerabek, Donald	Parking	13.00	
07/13/18	Jerabek, Donald	Mileage	35.97	
07/13/18	Kohli, Todd	Uber ride	30.75	
07/16/18	Lang, David	Airfare: Milwaukee-SF-Milwaukee	542.96	
07/25/18	Jerabek, Donald	Parking	20.00	
07/25/18	Jerabek, Donald	Mileage	35.97	
Meals While Traveling				
05/22/18	Johnson, Michael	Dinner	23.85	
05/23/18	Johnson, Michael	Breakfast	7.19	
Consultant Reimbursables				
06/29/18	Brinkley Sargent Wiginton	Expenses thru 06/30/18	570.75	
SUBTOTAL REIMBURSABLES				5,458.13

RETURN CHECK TO ENGINEERING

Project 10809

City of South San Francisco - Community Civic Campus

SGJJR Inv 0133026

Progress Inv 006

TOTAL THIS INVOICE

334,433.13

Billing Limits

	Current	Prior	To-Date
Reimbursable Expenses	5,458.13	31,035.21	36,493.34
Limit			535,000.00
Remaining			498,506.66

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: 

SCAN CHECK TO ENGINEERING



Invoice Approval - Commitments (IA) - 3

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 3	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SMITHGROUPJJR INC - 0133624		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	0133624
Vendor Invoice Date:	09.24.2018
Period From:	07.28.2018
Period To:	08.31.2018
Invoice Documentation:	Smithgroup Invoice #0133624 dtd 9.24.18 for \$665,760.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	10.05.2018
PM Signature:	Marian Lee	PM Approval Date:	10.22.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	10.23.2018
Director Signature:	Eunejune Kim	Director Approval Date:	10.25.2018

Finance Info

SCAN CHECK TO ENGINEERING

Check Number:

Check Date:

Check Amount: 0

Commitment Invoice Details

Status:	Approved	Approved:	10.25.2018 (Eunejune Kim)
Commitment:	0101921 - MASTER ARCH: CCC: PROGRAM/OUTREACH		
Company/Contact:	SMITHGROUPJJR INC		
Date Received:	10.05.2018	Date Due:	10.24.2018

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Professional Services (Design)	110-040	MeasureW-100	2,976,866.05	0.00	665,002.11	0.00%	0.00
Totals				2,976,866.05	0.00	665,002.11		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
Smithgroup Invoice #0133624 dtd 9.24.18 for \$665,760.pdf	Sanders, Renee (City of South San Francisco)	10.05.2018	Start

INVOICE**SMITHGROUP****SMITHGROUP, INC**

301 Battery Street, 7th Floor
 San Francisco, CA 94111
 T 415.227.0100
 smithgroup.com

Accounting Contact: Josh Stern@smithgroup.com

Marian Lee
 City of South San Francisco
 400 Grand Avenue, 2nd Floor
 South San Francisco, CA 94080

SGJJR Project Manager: Don Jerabek
 Project No.: 10609.000

Date: September 24, 2018
 SGJJR Invoice No.: 0133624
 Progress Bill No.: 007

City of South San Francisco - Community Civic Campus

Professional Services from July 28, 2018, to August 31, 2018

PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
<u>1. Multi-modal Campus Planning and Landscape</u>					
a. Validation and Concept Design	322,560.00	100.00	322,560.00	322,560.00	0.00
b. Schematic Design	358,400.00	17.00	60,928.00	0.00	60,928.00
c. Design Development	412,160.00	0.00	0.00	0.00	0.00
d. Construction Documents	430,080.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	8,960.00	0.00	0.00	0.00	0.00
f. Construction Administration	250,880.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	8,980.00	0.00	0.00	0.00	0.00
Subtotal	1,792,000.00		383,488.00	322,560.00	60,928.00
<u>2. Library, Recreation Services and Garage</u>					
a. Validation and Concept Design	904,820.00	100.00	904,820.00	904,820.00	0.00
b. Schematic Design	1,278,550.00	20.00	255,710.00	0.00	255,710.00
c. Design Development	1,730,960.00	0.00	0.00	0.00	0.00
d. Construction Documents	2,262,050.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	78,680.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,534,260.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	78,680.00	0.00	0.00	0.00	0.00
Subtotal	7,868,000.00		1,160,530.00	904,820.00	255,710.00
<u>3. Police Station</u>					
a. Validation and Concept Design	587,685.00	100.00	587,685.00	587,685.00	0.00
b. Schematic Design	895,520.00	22.00	197,014.40	0.00	197,014.40
c. Design Development	1,287,310.00	0.00	0.00	0.00	0.00
d. Construction Documents	1,581,152.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	55,970.00	0.00	0.00	0.00	0.00
f. Construction Administration	1,133,392.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	55,970.00	0.00	0.00	0.00	0.00
Subtotal	5,596,999.00		784,699.40	587,685.00	197,014.40

RS 10/3/18
 Approved: _____

D# eBuilder
 V# 107999

PHASE	Fee	Percent Complete	Earned	Previous Billing	Current Billing
<u>4. Fire Department</u>					
a. Validation and Concept Design	257,715.00	100.00	257,715.00	257,715.00	0.00
b. Schematic Design	364,163.00	20.00	72,832.60	0.00	72,832.60
c. Design Development	487,418.00	0.00	0.00	0.00	0.00
d. Construction Documents	616,275.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	0.00	0.00	0.00	0.00	0.00
f. Construction Administration	0.00	0.00	0.00	0.00	0.00
g. Commissioning and Close-out	0.00	0.00	0.00	0.00	0.00
Subtotal	1,725,571.00		330,547.60	257,715.00	72,832.60
<u>5. Stakeholder and Community Outreach</u>					
a. Validation and Concept Design	117,500.00	100.00	117,500.00	111,625.00	5,875.00
b. Schematic Design	94,000.00	15.00	14,100.00	0.00	14,100.00
c. Design Development	23,500.00	0.00	0.00	0.00	0.00
Subtotal	235,000.00		131,600.00	111,625.00	19,975.00
<u>6. Other Subject Matter Experts (Food, Wind, Bird and Interactive)</u>					
a. Validation and Concept Design	70,000.00	100.00	70,000.00	25,200.00	44,800.00
b. Schematic Design	85,000.00	10.00	8,500.00	0.00	8,500.00
c. Design Development	136,000.00	0.00	0.00	0.00	0.00
d. Construction Documents	55,000.00	0.00	0.00	0.00	0.00
e. Bid and Negotiation	5,000.00	0.00	0.00	0.00	0.00
f. Construction Administration	25,000.00	0.00	0.00	0.00	0.00
Subtotal	376,000.00		78,500.00	25,200.00	53,300.00
TOTAL Phase Fees	17,593,570.00				659,760.00
<u>Contract Amendments</u>					
Contingency Month June 2018	122,000.00	100.00	122,000.00	122,000.00	0.00
Contingency Month July 2018	122,000.00	100.00	122,000.00	122,000.00	0.00
Outreach Meetings (17 meetings)	60,300.00	100.00	60,300.00	60,300.00	0.00
Community Theater as bid alternate	185,000.00	0.00	0.00	0.00	0.00
Subtotal Contract Amendments	489,300.00		304,300.00	304,300.00	0.00
Total Phase & Add Service Fee	18,082,870.00				659,760.00
SUBTOTAL PHASE FEES					659,760.00

Reimbursable Expenses

Reproduction			
08/30/18	American Reprographics		390.60
08/30/18	American Reprographics		665.70
08/30/18	American Reprographics		12.15
08/30/18	American Reprographics		824.96
Travel			
05/22/18	Cho, Juhee	Uber ride	34.81
05/22/18	Cho, Juhee	Uber ride	8.41
06/13/18	Cho, Juhee	Uber ride	7.82
06/18/18	Cho, Juhee	Uber ride	43.35
07/13/18	Cho, Juhee	Uber ride	31.26
06/13/18	Katz, William	Uber ride	21.24
07/09/18	Katz, William	Uber ride	23.67
08/02/18	Katz, William	Uber ride	25.89
07/19/18	Menefee, James	Airfare: Denver-SF	357.99
08/02/18	Menefee, James	Airfare: SF-DFW	410.20
08/02/18	Menefee, James	Uber ride	45.00
08/02/18	Menefee, James	Uber ride	11.05
08/02/18	Menefee, James	Uber ride	21.14
08/02/18	Menefee, James	Uber ride	43.03
08/02/18	Menefee, James	Hotel	545.88
08/02/18	Jerabek, Donald	Mileage	-
08/02/18	Kohli, Todd	Uber ride	28.58
08/02/18	Kohli, Todd	Lyft ride	27.93
08/02/18	Litwin, Kenneth	Lyft ride	32.80
08/06/18	Litwin, Kenneth	Lyft ride	24.40
08/06/18	Litwin, Kenneth	Lyft ride	24.45
08/02/18	Huynh, Nhi	Uber ride	32.69
08/02/18	Huynh, Nhi	BART	4.00
08/02/18	Ostrovskiy, Kirill	BART	8.00
08/02/18	Ostrovskiy, Kirill	Taxi ride	8.50
08/15/18	Saldana, Jennifer	Mileage	11.83
08/28/18	Saldana, Jennifer	Mileage	11.83
08/29/18	Trompeter, Erin	Lyft ride	35.83
Meals While Traveling			
08/01/18	Menefee, James	Dinner	14.92
08/02/18	Menefee, James	Dinner	15.19
Consultant Reimbursables			
08/31/18	Brinkley Sargent Wiginton	Expenses thru 08/31/18	1,595.49
08/31/18	Sheh Kawasaki Architects	Expenses thru 8/31/18	41.52

SUBTOTAL REIMBURSABLES **5,242.11**

TOTAL THIS INVOICE **665,002.11**

Billing Limits	Current	Prior	To-Date
Reimbursable Expenses	5,242.11	36,493.34	41,735.45
Limit			535,000.00
Remaining			493,264.55

Payment of the amount now due is hereby requested

Payee: SmithGroupJJR

Per: 

Please EXPEDITE !

RETURN CHK TO DEPT



INVOICE

Invoice: W-19.5-002-SSF

Invoice Date: 7/17/2018

Please Remit To:
S.F. Bay Area Rapid Transit District
300 Lakeside Dr. 22nd Floor
Oakland, CA 94612
Attn: Gary Anderson

Customer No: 1000105
Payment Terms: Prepaid
Due Date: Immediately

Bill To: City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080
Attn: Marian Lee

Stamp!!
Pls Expedite
(BART)

Please EXPEDITE !

Amount Due: 15,000.00

RETURN CHK TO DEPT

For Billing questions, please call: 510-464-6676

Original

Line	Descriptions	Quantity	UOM	Unit Amt	Net Amount
Activity:	Advanced Payment for Permit # W-19.5-002-SSF	1		15,000.00	15,000.00

Okay to Pay
Marian Lee
Assistant City mgr

7/18/18

Proj #
PF 1707-160-600

RETURN CHK TO DEPT

AMOUNT DUE: 15,000.00

Please EXPEDITE !

Input: RS/7-18-18
Approved:

D# 375 315

V#
021 558



August 9, 2018

INVOICE 80019

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

**CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2
For Professional Services for the Period:
06/25/2018 - 07/29/2018**

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	751,408.00	537,037.00	214,371.00	164,384.00	49,987.00
Tasks 2,5 Construction Management	3,710,960.00	3,710,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	488,869.00	488,869.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,771,746.00	\$605,811.00	\$555,824.00	49,987.00

Input: 8/18
Approved: _____

TOTAL AMOUNT DUE: \$49,987.00

****Please remit payment to the address below. Thank you.**

D# 377351
V# 106730
Queue: civctr-cn PO# 0101597
Proj. ^{E/} pf1707-160-600
A/c 599-99995-5999

CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	78.50	\$ 14,287.00
Omar Galvan	Project Manager	\$ 170.00	154.00	\$ 26,180.00
stephen Goltiao	Project Manager	\$ 170.00	56.00	\$ 9,520.00
Total Labor			<u>288.50</u>	<u>\$ 49,987.00</u>



City of South San Francisco – Measure W – Community Civic Campus Program
Progress Report Number 18
Finance Reporting Period: End of July 2018
Reporting Period: July 2018

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers and a Fire station west of El Camino Real, designed but constructed as part of a future phase.

Approved Budget FY - 2018/2019 – Prior Year Balance, Current, Expenses, Fund Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,391,868 (pending FY 17/18 fiscal year closure).
Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$14,059,868)
Expenses in July 2018: \$15,000
Approved FY 2018/19 (budget balance at end of July 2018): \$14,044,868

Progress – Key Milestones Achieved

July 2018: Attended and supported CMO presentation to City Council on July 13 and 25, 2018. Continued to participate in weekly coordination meetings with ACM, KCEM, and SGJJR team. Continued to attend coordination meeting various design teams re: UUD, SummerHill Homes development, and Oak Avenue extension. Initiated BART tunnel survey. Continued to coordinate/update webpage. Continued to coordinate quarterly newsletter by SGJJR for publication and posting to webpage. Prepared master schedule and budget update (July updates).

Upcoming – Target Milestones

August 2018: Attendance/participation in schematic design kick-off meeting with SG and CSSF. Continue discussions for easement agreement with BART. Attendance and presentation to Citizens’ Oversight Committee on Q4 project expenditures and project updates from July 25, Council session. Continue to participate in weekly coordination meetings with ACM, KCEM, and SGJJR team. Continue to attend coordination meeting with various design teams re: Rule 20A Underground Utility District (UUD), SummerHill Homes development, and Oak Avenue extension. Attendance/participation in negotiations with Building Trade Council on Project Labor Agreement. Finalize updates webpage for formal launch on August 14. Coordinate quarterly newsletter by SGJJR for publication and posting to webpage by August 15. Finalize BART tunnel survey (BKF Engineers). Prepare master schedule and budget update (August updates).

Upcoming Council/Committee Reports/Meetings

August 1, 2018 – Presentation/Update Q4 to COC
October 24, 2018 – Presentation/Update Q1 2018/2019 – Council

Sanders, Renee

From: Lee, Marian
Sent: Tuesday, August 14, 2018 9:02 PM
To: Sanders, Renee
Cc: Enders, Heather
Subject: FW: Measure W CCC - KCEM - July 2018 Invoice
Attachments: CSSF MeasureWCCCJuly2018.pdf

Please process through EDEN.

Thank you.

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Thursday, August 09, 2018 3:27 PM
To: Lee, Marian
Cc: Arturo Taboada; Galvan, Omar (Kitchell); Goltiao, Stephen (Kitchell)
Subject: Measure W CCC - KCEM - July 2018 Invoice

Hi Marian,

Attached for review is Kitchell invoice for the month of July 2018, inclusive of monthly report providing update on project progress, as well as upcoming reports & meetings. Note this invoice includes last week of June (June 25 – 30).

Please let me know, if any issues or concerns with the attached. Thank you.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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| [Youtube](#)

Think Green before printing this e-mail



August 9, 2018

INVOICE 80019

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

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06/25/2018 - 07/29/2018

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Input: 8/16/18
Approved: _____

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D# 377351

V# 106730

Queue: civctr-ch PO# 0101597

Proj. ^{E/} pf1707-160-600

A/c 599-99995-5999

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed

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Progress Report Number 18
Finance Reporting Period: End of July 2018
Reporting Period: July 2018

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Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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| [Youtube](#)

Think Green before printing this e-mail

(2)

Doc #	375315	Group	Isanders	Origin	ap
Invoice #	W-19.5-002-SSF	Year	2019	Fiscal class	fy
Description	PERMIT FEES FOR BART TUNNEL SURVEY 7/23/18				
Invoice date	07/17/2018	Received date	07/18/2018	<input checked="" type="radio"/> Aul <input type="radio"/> Ye: <input type="radio"/> No	
Transaction date	07/18/2018				
Queue	ctymgrnew	New City Manager Queue			
PO #					
Vendor	021558	BAY AREA RAPID TRANSIT DISTRIC	Contract #		
Terms	net 0	Net 0	Original contract #		
Due date	07/17/2018				
Department	cmgr	CITY MANAGER'S OFFICE	Payment information		
Check type	ap	Accounts Payable	<input type="radio"/> EFT <input checked="" type="radio"/> Normal check <input type="radio"/> Ha <input type="radio"/> Wli		
Check group					

Check/wire date 07/25/2018

Check/wire # 269282

for \$ 4,000.00

Futrell - 3408

Fed Ex Priority Overnight Fee for mailing

input: 9/5/18 rls

Approved: _____

D# 378413

VH 000310



INVOICE

Invoice: W-19.5-002-SSF
Invoice Date: 7/17/2018

Please Remit To:
S.F. Bay Area Rapid Transit District
300 Lakeside Dr. 22nd Floor
Oakland, CA 94612
Attn: Gary Anderson

Customer No: 1000105
Payment Terms: Prepaid
Due Date: Immediately

Bill To: City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080
Attn: Marian Lee

Amount Due: 15,000.00

For Billing questions, please call: 510-464-6676

Original

Line	Descriptions	Quantity	UOM	Unit Amt	Net Amount
Activity:	Advanced Payment for Permit # W-19.5-002-SSF	1		15,000.00	15,000.00

AMOUNT DUE: 15,000.00

Okay to Pay
Marian Lee
Assistant City mgr

7/18/18

Proj #
PF 1707-160-600
Community Civic Campus

Input: RS/7-18-18
Approved: _____

D# 375315

V# 021558

Fed Ex Overwrite to:
BART Attn: Gary Anderson
300 Lakeside Dr (22nd Floor)
Oakland, CA 94612
(7/25/18-rs)

Ship ▼

LTL Freight

Ship History

My Lists ▼

Reports

Integration Manager

Administration

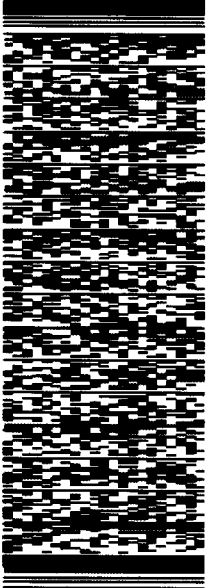

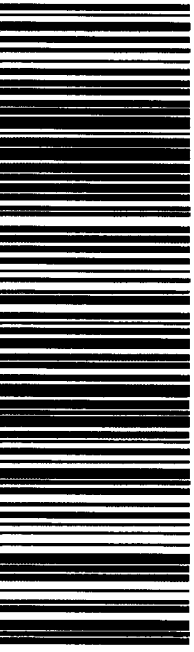
Prepare a shipment

- 1 Enter shipping information
- 2 Print label(s)

Thank you for shipping with FedEx. Your tracking number: 772820070947

Your pickup confirmation number: SQA289

☒ Label☒ Receipt | [View](#)[Print](#)[Create return shipment](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create new](#)[View pickup confirmation](#)

ORIGIN ID SQA (850) 877-8502 CHARLES FURELL 400 GRAND AVENUE SOUTH SAN FRANCISCO, CA 94080 UNITED STATES US		SHIP DATE: 25 JUL 18 ACTWGT: 1.00 LB CWD: 11.36838 NET 40.40
TO SF BAY AREA RAPID TRANSIT GARY ANDERSON 300 LAKESIDE DR 22ND FLOOR OAKLAND CA 94612 (510) 464-4000 PO KJ		BILL SENDER
		
		
TRK# 7728 2007 0947 0201	THU - 26 JUL 10:30A PRIORITY OVERNIGHT	94612 CA-US OAK
		
WA JEMA		

Sanders, Renee

From: TrackingUpdates@fedex.com
Sent: Wednesday, July 25, 2018 2:51 PM
To: Sanders, Renee
Subject: FedEx Shipment 772820070947 Notification

This shipment is scheduled to be sent on
07/25/2018.

See "Preparing for Delivery" for helpful tips

Tracking # 772820070947



Anticipated ship date:
Wed, 7/25/2018

Charles Futrell
South San Francisco, CA
94080
US



Initiated

Scheduled delivery:
Thu, 7/26/2018 by
10:30 am

SF Bay Area Rapid Transit

Gary Anderson
22nd Floor
300 Lakeside Dr
OAKLAND, CA 94612
US

Shipment Facts


Tracking number:	<u>772820070947</u>
Service type:	FedEx Priority Overnight®
Packaging type:	FedEx® Envelope
Number of pieces:	1
Weight:	0.50 lb.
Special handling/Services:	Deliver Weekday

Preparing for Delivery

To help ensure successful delivery of your shipment, please review the below.

Won't be in?

You may be able to hold your delivery at a convenient FedEx World Service Center or FedEx Office location for pick up. Track your shipment to determine Hold at FedEx location availability.

 Please do not respond to this message. This email was sent from an unattended mailbox. This report was generated at approximately 4:50 PM CDT on 07/25/2018.

All weights are estimated.

The shipment is scheduled for delivery on or before the scheduled delivery displayed above. FedEx does not determine money-back guarantee or delay claim requests based on the scheduled delivery. Please see the FedEx Service Guide for terms and conditions of service, including the FedEx Money-Back Guarantee, or contact your FedEx customer support representative.

To track the latest status of your shipment, click on the tracking number above.

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Thank you for your business.

Sanders, Renee

From: pickup@fedex.com
Sent: Wednesday, July 25, 2018 2:48 PM
To: Sanders, Renee
Subject: FedEx Pickup Confirmation

fedex.com | [Ship](#) | [Track](#) | [Manage](#)



FedEx Pickup Confirmation — FedEx Express SQLA289

Thank you for shipping with FedEx. Your pickup request is scheduled. FedEx will pick up your shipment at the address below.

Company:	City Mgr's Office, Top Floor	FedEx Express:	Confirmation no. SQLA289
Contact Name:	Renee Sanders	Total no. of packages:	1
Country/Territory:	US	Total weight:	1 lbs
Address:	400 Grand Ave-Miller in rear	Pickup Date:	07252018
City:	South San Francisco	Pickup Time:	1500 - 1700
State:	CA		
ZIP code:	94080		
Phone no.:	6508778502		

This is a post-only mailing. Please do not reply to this message.

Sanders, Renee

From: TrackingUpdates@fedex.com
Sent: Thursday, July 26, 2018 9:04 AM
To: Sanders, Renee
Subject: FedEx Shipment 772820070947 Delivered

Your package has been delivered

Tracking # 772820070947

Ship date:
Wed, 7/25/2018

Charles Futrell
South San Francisco, CA
94080
US

Delivery date:
Thu, 7/26/2018 9:02 am


SF Bay Area Rapid Transit
Gary Anderson
22nd Floor
300 Lakeside Dr
OAKLAND, CA 94612
US



Shipment Facts

Our records indicate that the following package has been delivered.

Tracking number:	<u>772820070947</u>
Status:	Delivered: 07/26/2018 09:02 AM Signed for By: G.ANDERSON
Signed for by:	G.ANDERSON
Delivery location:	OAKLAND, CA
Delivered to:	Receptionist/Front Desk
Service type:	FedEx Priority Overnight®
Packaging type:	FedEx® Envelope
Number of pieces:	1
Weight:	0.50 lb.
Special handling/Services:	Deliver Weekday
Standard transit:	7/26/2018 by 10:30 am

 Please do not respond to this message. This email was sent from an unattended mailbox. This report was generated at approximately 11:03 AM CDT on 07/26/2018.

All weights are estimated.

To track the latest status of your shipment, click on the tracking number above.

Standard transit is the date and time the package is scheduled to be delivered by, based on the selected service, destination and ship date. Limitations and exceptions may apply. Please see the FedEx Service Guide for terms and conditions of service, including the FedEx Money-Back Guarantee, or contact your FedEx Customer Support representative.

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Thank you for your business.

RETURN CHECK TO ENGINEERING



Invoice Approval (IA) - 1

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 1	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Kitchell CEM - 80536		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	80536
Vendor Invoice Date:	09.07.2018
Period From:	07.30.2018
Period To:	08.26.2018
Invoice Documentation:	KITCHELL Inv 80536 dtd 9.7.18.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	09.11.2018
PM Signature:	Marian Lee	PM Approval Date:	09.12.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	09.12.2018
Director Signature:	Eunejune Kim	Director Approval Date:	09.21.2018

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

RETURN CHECK TO ENGINEERING

Commitment Invoice Details

Status:	Approved	Approved:	09.21.2018 (Eunejune Kim)
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	09.07.2018	Date Due:	10.07.2018

Commitment Invoice Custom Fields

Migrated:	No
-----------	----

Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW-100	639,008.00	0.00	49,165.00	0.00%	0.00
Totals				639,008.00	0.00	49,165.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 80536 dtd 9.7.18.pdf	Sanders, Renee (City of South San Francisco)	09.10.2018	Start

RETURN CHECK TO ENGINEERING



TOGETHER BUILDING WITH EVERYONE

September 7, 2018

INVOICE 80536

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080
A Web Designer

**CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2**

For Professional Services for the Period:
07/30/2018 - 08/26/2018

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	751,408.00	487,872.00	263,536.00	214,371.00	49,165.00
Tasks 2,5 Construction Management	3,710,960.00	3,710,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	488,869.00	488,869.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,722,581.00	\$654,976.00	\$605,811.00	49,165.00

TOTAL AMOUNT DUE: \$49,165.00

****Please remit payment to the address below. Thank you.**

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

RETURN CHECK TO ENGINEERING

CITY OF SOUTH SAN FRANCISCO MEASURE W Detail Breakdown of Work Performed

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	67.50	\$ 12,285.00
Omar Galvan	Project Manager	\$ 170.00	160.00	\$ 27,200.00
Stephen Goltiao	Project Manager	\$ 170.00	24.00	\$ 4,080.00
Armando Garza	Web Designer	\$ 150.00	37.34	\$ 5,600.00
Total Labor			288.84	\$ 49,165.00

RETURN CHECK TO ENGINEERING



City of South San Francisco – Measure W – Community Civic Campus Program
Progress Report Number 19
Finance Reporting Period: End of August 2018
Reporting Period: August 2018

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers (option) and a Fire station west of El Camino Real, designed but constructed as part of a future phase.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of August), Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,355,960
Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$14,023,960)
Expenses through end of August 2018: \$135,987
Budget balance at end of August 2018: \$13,887,973

Progress – Key Milestones Achieved

August 2018: Attended/participated in schematic design kick-off meeting with SG and CSSF, post July 25, council session. Continued discussions for easement agreement with BART. Attended and presented to Citizens’ Oversight Committee on Q4 project expenditures and project updates from July 25, Council session (August 1, 2018). Attended/participated in August 22, 2018, presentation of updated conceptual design recommendations to City Council. Continued to participate in weekly coordination meetings with ACM, KCEM, and SG team. Continued to attend coordination meeting with various design teams re: Rule 20A Underground Utility District (UUD), SummerHill Homes development, and Oak Avenue extension. Attended/participated in negotiations with Building Trade Council on Project Labor Agreement. Finalized updates to webpage for formal launch on August 25, 2018. Coordinated quarterly newsletter by SSF/SG for publication and posting to webpage (new target September 1). Continued to work on getting access to BART to complete tunnel survey (BKF Engineers). Prepared master schedule and budget updates (August).

Upcoming – Target Milestones

September 2018: Attendance/participation in schematic design progress meetings with SG and CSSF. Continue discussions for easement agreement with BART. Continue to participate in weekly core team meetings with ACM, KCEM, and SG. Continue to attend coordination meeting with various design teams re: Rule 20A Underground Utility District (UUD), SummerHill Homes development, and Oak Avenue extension. Attendance/participation in negotiations with Building Trade Council on Project Labor Agreement. Coordinate monthly website content updates. Finalize BART tunnel survey (BKF Engineers). Prepare master schedule and budget update (September updates).

Upcoming Council/Committee Reports/Meetings

October 10, 2018 – Presentation to Council – 50% Schematic Design (tentatively scheduled)
October 24, 2018 – Presentation/Update Q1 2018/2019 – Council

RETURN CHECK TO ENGINEERING

Sanders, Renee

From: Dolores Montenegro <dmontenegro@kitchell.com>
Sent: Friday, September 7, 2018 1:31 PM
To: Enders, Heather; Sanders, Renee
Cc: Arturo Taboada; Galvan, Omar (Kitchell); Goltiao, Stephen (Kitchell)
Subject: RE: Community Civic Campus - Kitchell Invoice - August 2018
Attachments: CSSF MeasureWCCCAugust2018.pdf

Apologies, here is the invoice inclusive of monthly report. Thank you.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

O: 408.280.7889 | C: 650.554.9286 | D: 408.280.7386 Follow us: [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#)
| [Youtube](#)



From: Dolores Montenegro
Sent: Friday, September 7, 2018 11:14 AM
To: Enders, Heather <Heather.Enders@ssf.net>; Sanders, Renee <Renee.Sanders@ssf.net>
Cc: Arturo Taboada <ataboada@kitchell.com>; Omar Galvan <ogalvan@kitchell.com>; Stephen Goltiao <sgoltiao@kitchell.com>
Subject: Community Civic Campus - Kitchell Invoice - August 2018

Good morning SSF team,

As the City is transitioning from Eden to e-Builder for all project invoices, inclusive of CCC Pf1707, I am sending this on to the two of you. It is our understanding that invoices will be uploaded to e-Builder and then go through approval process, similar to Eden.

Typically, Marian sees invoices for SG and KCEM first, do let me know, if this should still go to her before being entered into e-Builder. Here for collective consideration is KCEM invoice inclusive of monthly report providing update on project progress, as well as upcoming reports and meetings for August 2018.

Please let me know, if want this to be sent to Marian or if there any issues or concerns with the attached. Thank you.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

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Think Green before printing this e-mail

RETURN CHECK TO ENGINEERING

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Sent: Friday, September 7, 2018 11:14 AM
To: Enders, Heather; Sanders, Renee
Cc: Arturo Taboada; Galvan, Omar (Kitchell); Goltiao, Stephen (Kitchell)
Subject: Community Civic Campus - Kitchell Invoice - August 2018
Attachments: 20180910 Monthly Report August 2018.pdf

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Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

O: 408.280.7889 | C: 650.554.9286 | D: 408.280.7386 Follow us: [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#) | [Youtube](#)

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RETURN CHECK TO ENGINEERING



City of South San Francisco – Measure W – Community Civic Campus Program

Progress Report Number 19

Finance Reporting Period: End of August 2018

Reporting Period: August 2018

Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

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Upcoming Council/Committee Reports/Meetings

October 10, 2018 – Presentation to Council – 50% Schematic Design (tentatively scheduled)

October 24, 2018 – Presentation/Update Q1 2018/2019 – Council



DESIGNOSAUR GRAPHICS INC.

Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Ph: (63-2) 532.2345
Fx: (63-2) 534.8234
www.designosaurgraphics.com

SALES INVOICE

No. #1808-206

ATTENTION: Leslie Arroyo
Communications Director

City of South San Francisco
Address: 400 Grand Avenue
South San Francisco, CA 94080
Phone: 650.829.6603
Cell: 650.636.6668
Web: leslie.arroyo@ssf.net

DATE: 05-Sep-18

SSF Community Civic Campus Newsletter Design Development and Final Art

DETAILS: *Comm Civic Campus Newsletter Design Costs*

Community Civic Campus Newsletter Design Development and Final Art Package Cost: \$ 450.00

Design development of 2 sided letter size (11"x8.5") Newsletter Template, Including Head mast design

With Multiple Design Studies

Inclusive of all revisions until design is approved

Inclusive of print ready artwork finalization of approved study.

Final Artwork Delivered August 31, 2018

All photos and text/copy provided by client.

TOTAL US \$ 450.00

Certified correct by:

OLIVER ALAN DE LEON
Managing Director

ONLINE PAYMENT MADE VIA 2CHECKOUT.COM

Details:

Payment Date: September 4, 2018

2Checkout.com Reference Number: 79857531

Quantity: 1

Product No: 3_COPY1

Product Name: Community Civic Campus Newsletter Design Development and Final Art

Base Price: \$450

REMITTANCE ADVICE

Attention : DESIGNOSAUR GRAPHICS INC.
Address : Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Email : sales@designosaurgraphics.com

Invoice No. #1808-206
Invoice Date 05-Sep-18
Amount \$450.00

Input: *PS 10 / 22 / 18*

Approved: _____

D# 381115

V# 105406

16



AML-Global
AMERICAN LANGUAGE SERVICES

Making The World Smaller

Translation Invoice

Date:	Invoice Number:
9/7/2018	0053396

Bill To:			Contact:		
City of South San Francisco 400 Grand Ave. South San Francisco, CA 94083			Leslie Arroyo leslie.arroyo@ssf.net 650-829-6603		
S.O.#:	Quote or P.O.#	Rep	Job Number	Subject Matter	
0007625		UR	090718-02-CF	COMMUNITY CIVIC CAMPUS	
Description	Unit	Quantity	Rate	Amount	
TRANSLATION: ENGLISH INTO SPANISH	EACH	743.000	0.1300	96.59	
Fee reflects the translator's final word count of 743 @\$0.13 per word					
REPETITION DISCOUNTS	EACH	6.000	0.0700	0.42	
Fee reflects the translator's final word count of 6 @\$0.07 per word					
Detail Ref: Civic Campus. <i>News ltr. Translation - Engl - Spanish</i>					
<i>Input: PS 10/22/18</i> <i>Approved: _____</i> <i>D# 381116</i> <i>V# 108067</i>					
Invoice Prepared By:			Email:		TOTAL:
Michael Truong			accounting@alsglobal.net		97.01
For past due accounts, the client will be responsible for collection fees of \$150.00, handling fees of \$125.00 and an annual interest of 1.5% per month may be charged for late payments. In addition, the client will be responsible for all legal fees associated with collection efforts.					
*Please note that if AML-Global or its linguists are subpoenaed, called to testify, or have it's time reserved to testify, by either the Plaintiff or Defendant, expert witness fees will be charged.					
Terms: Due Upon Receipt			Due Date: 10/7/2018		Balance Due: 97.01

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PLEASE MAKE CHECKS PAYABLE TO:
AMERICAN LANGUAGE SERVICES

American Language Services
Suite 600
1849 Sawtelle Blvd
Los Angeles, CA 90025
(310) 829-0741

Phone: 310-829-0741
Fax: 866-888-9827
Email: accounting@alsglobal.net
Website: www.alsglobal.net
T.I.N. 14-1885441

**DESIGNOSAUR GRAPHICS INC.**

Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Ph: (63-2) 532.2345
Fx: (63-2) 534.8234
www.designosaurgraphics.com

SALES INVOICE

No. #1809-207

ATTENTION: **Leslie Arroyo**
Communications Director

City of South San Francisco
Address: 400 Grand Avenue
South San Francisco, CA 94080
Phone: 650.829.6603
Cell: 650.636.6668
Web: leslie.arroyo@ssf.net

DATE: 27-Sep-18

News/Ar Art for Spanish Version

SSF Community Civic Campus Newsletter Final Artwork Spanish Conversion

DETAILS:**SSF Community Civic Campus Newsletter Final Artwork Spanish Conversion**

\$ 160.00

- 1.) Application of Spanish Translation (provided by client) to 2 designed and finalized newsletter pages (Sep. 2018 First Issue Design).
- 2.) Includes layouting and revisions of all 2 pages until approved.
- 3.) Includes press ready final artwork of approved design of all pages.

Final artwork and editable native files delivered September 10, 2018
Spanish Translation Provided by Client.

TOTAL \$ 160.00

Certified correct by:

OLIVER ALAN DE LEON
Managing Director

ONLINE PAYMENT MADE VIA 2CHECKOUT.COMDetails:

Payment Date: September 10, 2018
2Checkout.com Reference Number: 80924958
Quantity: 1
Product No.: 6631787
Product Name: Spanish Conversion of SSF Community Civic Campus Newsletter Final Artwork
Base Price: US\$160

REMITTANCE ADVICE

Attention : DESIGNOSAUR GRAPHICS INC.
Address : Unit 503 Summit One Office Tower
530 Shaw Boulevard
Mandaluyong City 1550
Metro Manila, Philippines
Email : sales@designosaurgraphics.com

Invoice No. #1809-207
Invoice Date 27-Sep-18
Amount \$160.00

input 28 10 / 22 / 18
Approved: _____

D# 381117

V# 105406

SCAN CHECK TO ENGINEERING



Invoice Approval - Commitments (IA) - 4

Project:	Community Civic Campus	Project Number:	pf1707
Process Document:	IA - 4	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	Kitchell CEM - 81137		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	81137
Vendor Invoice Date:	10.04.2018
Period From:	08.27.2018
Period To:	09.30.2018
Invoice Documentation:	KITCHELL Inv 81137 for Comm Civic Campus 8.27 -- 9.30.18.pdf

Tracking Info

CM Signature:	Dolores Montenegro	CM Approval Date:	10.10.2018
PM Signature:	Marian Lee	PM Approval Date:	10.22.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	10.23.2018
Director Signature:	Eunejune Kim	Director Approval Date:	10.25.2018

Finance Info

Check Number:

SCAN CHECK TO ENGINEERING

Check Date:

Check Amount: 0

Commitment Invoice Details

Status:	Approved	Approved:	10.25.2018 (Eunejune Kim)
Commitment:	0101597 - FY16-17 CONSULTANT SVCS-CIVIC CTR- MEASURE W		
Company/Contact:	Kitchell CEM		
Date Received:	10.09.2018	Date Due:	11.09.2018

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	100-040	MeasureW-100	686,373.00	0.00	47,365.00	0.00%	0.00
Totals				686,373.00	0.00	47,365.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
KITCHELL Inv 81137 for Comm Civic Campus 8.27 -- 9.30.18.pdf	Sanders, Renee (City of South San Francisco)	10.09.2018	Start



October 4, 2018

INVOICE 81137

Marian Lee, Assistant City Manager
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080

**CITY OF SOUTH SAN FRANCISCO MEASURE W
KCEM PROJECT 6176C2**
For Professional Services for the Period:
08/27/2018 - 09/30/2018

Description	Contract Amount	Balance Remaining on Contract	Billings To Date	Previous Billings	Current Billing
Tasks 2,3,4 Pre-Construction	391,440.00	-	391,440.00	391,440.00	0.00
Tasks 2,3 Design Constructability Review	751,408.00	440,507.00	310,901.00	263,536.00	47,365.00
Tasks 2,5 Construction Management	3,710,960.00	3,710,960.00	0.00	0.00	0.00
Tasks 2,6 Close - Out	34,880.00	34,880.00	0.00	0.00	0.00
Contingency	488,869.00	488,869.00	0.00	0.00	0.00
TOTAL	\$5,377,557.00	4,675,216.00	\$702,341.00	\$654,976.00	47,365.00

TOTAL AMOUNT DUE: \$47,365.00

****Please remit payment to the address below. Thank you.**

Input:

2510/9/18

Approved:

Proj #

PF1707-160-600

A/C# 510-99995-5999

D# eBuilder

V# 106730

PO# 0101597

Kitchell CEM

2450 Venture Oaks Way | Suite 500 | Sacramento, California 95833 | Phone 916.648.9700 | Fax 916.648.6534 | www.kitchell.com

CITY OF SOUTH SAN FRANCISCO MEASURE W
Detail Breakdown of Work Performed

Labor

<u>Employee</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Current Hours</u>	<u>Current Billing</u>
Dolores Montenegro	Program Manager	\$ 182.00	72.50	\$ 13,195.00
Omar Galvan	Project Manager	\$ 170.00	145.00	\$ 24,650.00
Stephen Goltiao	Project Manager	\$ 170.00	56.00	\$ 9,520.00
Total Labor			273.50	\$ 47,365.00



Program Summary

On November 3, 2015, South San Francisco voters approved a half-cent sales tax measure, “Measure W.” The measure was structured as a general tax with tax proceeds beginning April 1, 2016, available for any valid governmental purpose. Throughout the Measure W public outreach process, the community expressed support for expansion and enhancement of public safety, quality of life and education programs/services provided by the City of South San Francisco’s Police, Fire, Library and Parks and Recreation (P&R) Departments.

The program includes design and construction of a new Police Station, a joint Library/Recreation facility east of El Camino Real with a multi-use Theater/Council Chambers. The Fire station west of El Camino Real will be fully designed but constructed as part of a future phase.

Prior FY 17/18 Carry-over, Approved 2018/2019 FY Budget, Expenses (end of September), Balance

Prior Fiscal Year 2017/2018 Carry-over Amount: \$5,284,960

Approved 2018/2019 Fiscal Year Budget: \$8,668,000 (Total w/Carry-over: \$13,952,960)

Expenses through end of September 2018: \$115,160

Budget balance at end of September 2018: \$13,837,800

Progress – Key Milestones Achieved

September 2018: Attendance/participation in schematic design progress meetings with SG and CSSF. Participated/attended quarterly collaboration session with CSSF, SG, and Collective Potential teams. Coordinated and submitted application to BART for continued discussions on easement agreement between CSSF and BART. Continued to participate in weekly core team meetings with ACM, and SG. Continued to attend coordination meetings with various design teams re Rule 20A Underground Utility District (UUD), SummerHill Homes development, and Oak Avenue extension, SFPUC. Participated in follow-up discussion/negotiations with Building Trade Council regarding Project Labor Agreement. Coordinated and provided monthly website content updates including review & posting of project newsletter. Continued to coordinate updates to site boundary and BART tunnel survey (BKF Engineers). Prepared master schedule and budget updates (September).

Upcoming – Target Milestones

October 2018: Attendance/participation in schematic design progress meetings with SG and CSSF. Schedule 1-1 meetings with Mayor, MPT, and Councilmembers to provide update on progress of Schematic Design. Continue discussions with BART regarding easement. Continue to participate in weekly core team meetings with ACM, and SG. Continue to attend coordination meeting with various design teams re: Rule 20A Underground Utility District (UUD) and SummerHill Homes development, SFPUC. Participation in discussions between CSSF and SG regarding impacts of Oak Avenue design. Participation in ongoing negotiations with Building Trade Council on Project Labor Agreement. Coordinate monthly website content updates. Finalize updated boundary and BART tunnel survey (BKF Engineers). Prepare master schedule and budget update (October updates).

Upcoming Council/Committee Reports/Meetings

November 14, 2018 – Schematic Design Presentation/Updates Q1 2018/2019 – Council

December 5, 2018 – Presentation/Updates Q1 2018/19 – Citizens’ Oversight Committee

Sanders, Renee

From: Lee, Marian
Sent: Tuesday, October 9, 2018 1:21 PM
To: Montenegro, Dolores [contractor]
Cc: Arturo Taboada; Galvan, Omar (Kitchell); Goltiao, Stephen (Kitchell); Enders, Heather; Sanders, Renee
Subject: RE: Community Civic Campus - Kitchell Invoice - September 2018

All is good.

Renee/ please process through E-builder.

Mare

From: Dolores Montenegro [mailto:dmontenegro@kitchell.com]
Sent: Monday, October 8, 2018 12:17 PM
To: Lee, Marian
Cc: Arturo Taboada; Galvan, Omar (Kitchell); Goltiao, Stephen (Kitchell); Enders, Heather; Sanders, Renee
Subject: Community Civic Campus - Kitchell Invoice - September 2018

Good afternoon,

Here for consideration is KCEM September invoice inclusive of monthly report providing project updates/progress, as well as upcoming Council and COC meetings. We appreciate the City's consideration of Kitchell in the delivery of these services on its behalf.

Please let me know, if there any issues or concerns with the attached. Thank you.

Best Regards, Dolores



Dolores A. Montenegro, CCM, Associate DBIA, LEED Green Associate

Senior Project Manager

Kitchell CEM

1180 Coleman Avenue, Suite 202

San Jose, CA 95110

dmontenegro@kitchell.com

O: 408.280.7889 | C: 650.554.9286 | D: 408.280.7386 Follow us: [Facebook](#) | [Twitter](#) | [Kitchell.com](#) | [KitchellProgress](#)
| [Youtube](#)

Think Green before printing this e-mail

Project Expense Transaction Detail Report

11/28/2018 4:55PM

CITY OF SOUTH SAN FRANCISCO

7/1/2018 through 10/31/2018

Project Number # st1702 UUD RULE 20A ANTOINETTE LN

Date	Reference	Description	Account #	Hours	Labor + Benefits	Materials	Other	Total
Phase #	100	PRELIMINARY STUDIES						
9/7/2018	14100038-48	(13) co#13 OPEN line for Antoi	E 510-99999-5999				45,600.00	45,600.00
	104472	SWINERTON MGMT & CONSULTING	Check: 270568 9/14/2018					
			4A					
	Phase Total: 100	PRELIMINARY STUDIES		0.00	0.00	0.00	45,600.00	45,600.00
Phase #	110	DESIGN						
8/23/2018	17095-C	Antoinette Lane Underground Ut	E 510-99999-5999				31,304.00	31,304.00
	107372	BELLECCI & ASSOCIATES, INC.	Check: 270053 8/27/2018					
			4B					
10/18/2018	17100055-3	2018-E4: Mission Street Underg	E 510-99999-5999				14,030.00	14,030.00
	104472	SWINERTON MGMT & CONSULTING	Check: 271333 10/19/2018					
			4C					
	Phase Total: 110	DESIGN		0.00	0.00	0.00	45,334.00	45,334.00
Project Number Total: st1702	UUD RULE 20A ANTOINETTE LN			0.00	0.00	0.00	90,934.00	90,934.00
GRAND TOTAL:				0.00	0.00	0.00	90,934.00	90,934.00

RETURN CHK TO DEPT

**SWINERTON**

Invoice Date: 9/7/2018

City of South San Francisco
 315 Maple Street
 South San Francisco, CA 94080
 Attn: Richard Cho, Acting Principal Civil Engineer

Re: City of South San Francisco Program Management Services

SMC Job # 14100038
 Invoice # 14100038-48
 Vendor # 620773
 SSF PO # 10191

Program Management Services - Project Breakdown
 For Services from August 1 - 30, 2018

<u>Labor</u>	<u>Principal/Professional Staff</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Amount Due</u>
	Peter V, Program Manager	\$150	153.0	\$ 22,950.00
	Kathleen Phalen, Project Mgr.	\$140	187.0	\$ 26,180.00
	Lissette Morales, PM/Inspector	\$130	120.0	\$ 15,600.00
	Subtotal		460.0	\$ 64,730.00
<u>Reimbursables</u>				
	Subtotal			\$0.00
				\$0.00
	Current Charges (this Month)			\$ 64,730.00

CONTRACT SUMMARY

Maximum Contract Amount:	\$ 1,229,256.00	Time & materials (not to exceed)
Amendments:	599,730.00	(excl. contingency)
Reconciliation & Contingency	78,206.79	
Total Current Contract:	\$ 1,907,192.79	
Previously Billed:	\$ 1,785,915.00	
Current Amount Due:	64,730.00	
Billed to Date:	\$ 1,850,645.00	
Paid to Date:	(1,785,915.00)	
Total Outstanding and Due:	\$ 64,730.00	

\$ 64,730.00**Total Due this Invoice (Pay this amount):**

Program Manager

Please return a copy of this invoice with your payment

Remit Payment To:

Swinerton Management & Consulting
 2300 Clayton Road, 8th Floor, Concord, CA 94520
 Tel: 925.602.6458, Fax: 925.825.7642, www.swinerton.com

1 of 2

D# 378528

RETURN CHK TO DEPT

Cost Breakdown for August 2018 Invoice
Swinerton Management & Consulting

Page 2 of 2
9/7/2018

#	CIP #	PROJECT NAME	Peter V	Kathleen Phalen	Jeff Neuenburg	Laetia Morales	Total Invoice This Month	Total Billed to Date	Revised PO Budget	Adjustment from Sep 17 Reconciliation	Agm. Remaining Budget (nominal)
		Hourly Rate	\$ 150	\$ 140	\$ 130	\$ 130					
1a	tr1501	Junipero Serra/King Drive Improvements	0.0	0.0		0.0	\$ -	\$ 63,660.00		\$ 69,996.00	\$ 35.00
3	st1204	Underground Utility District - Rule 20A		46.0			\$ ✓ 6,440.00	\$ 127,905.00	\$ 118,655.00	\$ 0.25	\$ 97.50
4	ss1009	Sanitary Sewer Rehab Lining	0.0	0.0	0.0	0.0	\$ -	\$ 528,315.00	\$ 361,952.00	\$ 100,377.50	\$ 14.50
18	pk1502	Alta Loma Park Playground & Pathway Improvements	6.0				\$ ✓ 900.00	\$ 19,400.00	\$ 18,500.00		\$ 25.00
20	ss1502	Pump Station #4 Force Main Contingency Pipe Under Utah					\$ -	\$ 36,885.00	\$ 36,947.00		\$ 62.00
21	ss1503	Vector-Sweeper Waste Receiving Station Improvements					\$ -	\$ 16,192.50	\$ 16,260.00		\$ 67.50
22	st1402	SSF Sidewalk Gap Closure	21.0	0.0		0.0	\$ ✓ 3,150.00	\$ 155,235.00	\$ 121,345.00	\$ 5,455.00	\$ 10.00
27	pf1506	Sign Hill Generator	52.0	6.0		0.0	\$ ✓ 8,640.00	\$ 103,340.00	\$ 35,168.96	\$ 39,360.29	\$ 29.25
28	st1702	Antonette Underground Utility District	74.0	135.0		120.0	\$ ✓ 46,600.00	\$ 133,440.00	\$ 109,950.00		\$ 1,575.00
TOTAL			153.0	187.0	-	120.0	\$ 64,730.00	\$ 1,861,605.00	\$ 1,785,902.96		\$ 1,915.75

blue shading indicates closed line items

RETURN CHECK TO ENGINEERING



Invoice Approval (IA) - 1

Project:	Underground Utility District- Rule 20A (Antoinette)	Project Number:	st1702
Process Document:	IA - 1	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	BELLECCI & ASSOCIATES, INC. - 17095-C		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	17095-C
Vendor Invoice Date:	08.14.2018
Period From:	10.16.2017
Period To:	07.01.2018
Invoice Documentation:	Bellecci Invoice 17095-C.pdf

Tracking Info

CM Signature:	Peter Vorametsanti	CM Approval Date:	08.21.2018
PM Signature:	Richard Cho	PM Approval Date:	08.21.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	08.23.2018
Director Signature:	Justin Lovell	Director Approval Date:	08.23.2018

RETURN CHECK TO ENGINEERING

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	08.23.2018 (Justin Lovell)
Commitment:	0101695 - ANTOINETTE LANE UNDERGROUND UTILITY DISTRICT		
Company/Contact:	BELLECCI & ASSOCIATES, INC.		
Date Received:	08.20.2018	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Contract Amount	110-040	Rule 20A-Local Match Split	64,243.00	0.00	31,304.00	0.00%	0.00
Totals				64,243.00	0.00	31,304.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
Bellecci Invoice 17095-C.pdf	Jung, Kari (City of South San Francisco)	08.20.2018	Start

RETURN CHECK TO ENGINEERING

Invoice



BELLECCI & ASSOCIATES, INC.
2290 DIAMOND BLVD, SUITE 100
CONCORD, CA 94520-5744
(925) 685-4569 FAX (925) 685-4838

DATE

INVOICE #

8/14/2018

17095-C

BILL TO:

Engineering Division
City of South San Francisco
315 Maple Ave.
South San Francisco, CA 94080
Attn: Kathleen Phalen

P.O. NUMBER

TERMS

PROJECT

Net 30

17095P - Antoinette La...

QUANTITY

DESCRIPTION

RATE

AMOUNT

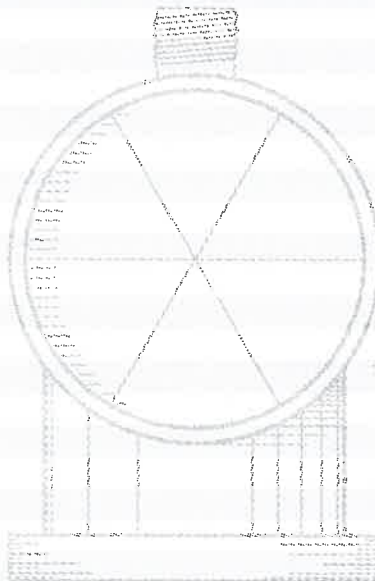
Services October 16, 2017 Through July 1, 2018

City of South San Francisco
Antoinette Lane UUD Project

Total Invoiced
(See Attached Spreadsheet)

31,304.00

31,304.00



Thank you for your business.

TOTAL

\$31,304.00

RETURN CHECK TO ENGINEERING

Invoice



BELLECCI & ASSOCIATES, INC.
2290 DIAMOND BLVD, SUITE 100
CONCORD, CA 94520-5744
(925) 685-4569 FAX (925) 685-4838

DATE

INVOICE #

8/14/2018

17095-C

BILL TO:

Engineering Division
City of South San Francisco
315 Maple Ave.
South San Francisco, CA 94080
Attn: Kathleen Phalen

P.O. NUMBER

TERMS

PROJECT

Net 30

17095P - Antoinette La...

QUANTITY

DESCRIPTION

RATE

AMOUNT

Services October 16, 2017 Through July 1, 2018

City of South San Francisco
Antoinette Lane UUD Project

Total Invoiced
(See Attached Spreadsheet)

31,304.00

31,304.00



Thank you for your business.

TOTAL

\$31,304.00



City of South San Francisco

ANTOINETTE LANE UUD PROJECT

Bellecci & Associates Invoice #17095-C

Invoice Date: August 15, 2018

Period: **October 16, 2017 thru July 1, 2018**

#	Task	Budget	Previous % Complete	Current % Complete	Total % Complete	Previously Invoiced	Current Invoice	Total Invoiced	Amount Remaining
1.1	Surveying - Base map	\$8,720	100.00%	0.00%	100.00%	\$8,720	\$0	\$8,720	\$0
1.2	Utility Mapping/Coordination	\$3,420	100.00%	0.00%	100.00%	\$3,420	\$0	\$3,420	\$0
1.3	Meeting & Coordination w/City	\$1,450	65.00%	35.00%	100.00%	\$943	\$508	\$1,450	\$0
1.4	Utility Locating (Subtronic)	\$8,787	100.00%	0.00%	100.00%	\$8,787	\$0	\$8,787	\$0
1.5	JT Intent	\$10,280	100.00%	0.00%	100.00%	\$10,280	\$0	\$10,280	\$0
1.6	Reimbursibles	\$125	50.00%	50.00%	100.00%	\$63	\$63	\$125	\$0
2.1	Meetings w/P&G&E during Intent	\$1,570	10.00%	90.00%	100.00%	\$157	\$1,413	\$1,570	\$0
2.2	P&G&E Design Support	\$1,450	0.00%	100.00%	100.00%	\$0	\$1,450	\$1,450	\$0
2.3	Ph 1 Estimate / Preliminary Form B	\$2,380	0.00%	100.00%	100.00%	\$0	\$2,380	\$2,380	\$0
2.4	changes by Utilities	\$8,120	0.00%	100.00%	100.00%	\$0	\$8,120	\$8,120	\$0
2.5	Private Property/Frontage/Mapping	\$8,470	0.00%	15.00%	15.00%	\$0	\$1,271	\$1,271	\$7,200
2.6	Legals/Property Line Field Surveying	\$2,560	0.00%	100.00%	100.00%	\$0	\$2,560	\$2,560	\$0
3.1-3.2	Meeting + 65% JT Plans	\$33,338	0.00%	40.00%	40.00%	\$0	\$13,335	\$13,335	\$20,003
3.3-3.4	100% Submittal and 100% Form B	\$38,440	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$38,440
3.5	Site Work at Appt Property	\$17,602	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$17,602
3.6	Geotech	\$10,700	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$10,700
3.7	Structural Engineering	\$14,700	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$14,700
3.8	Bid Documents	\$5,300	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$5,300
3.8	Printing & Delivery Allowance	\$410	0.00%	50.00%	50.00%	\$0	\$205	\$205	\$205
4.1	DSCD	\$47,422	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$47,422
total contract amount		\$225,244				\$32,369	\$31,304	\$63,673	\$161,571

RETURN CHECK TO ENGINEERING



Invoice Approval (IA) - 2

Project:	Underground Utility District- Rule 20A (Antoinette)	Project Number:	st1702
Process Document:	IA - 2	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SWINERTON MGMT & CONSULTING - 17100055-3		
Status:	Approved		

Invoice Information

Compile all backup documentation into one PDF file. Attach PDF document to Invoice Documentation data field.

Vendor Invoice Number:	17100055-3
Vendor Invoice Date:	10.04.2018
Period From:	09.01.2018
Period To:	09.30.2018
Invoice Documentation:	Swinerton Invoice 17100055-3.pdf

Tracking Info

CM Signature:	Peter Vorametsanti	CM Approval Date:	10.05.2018
PM Signature:	Matthew Ruble	PM Approval Date:	10.09.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	10.09.2018
Director Signature:	Eunejune Kim	Director Approval Date:	10.18.2018

RETURN CHECK TO ENGINEERING

Finance Info

Check Number:	
Check Date:	
Check Amount:	0

Commitment Invoice Details

Status:	Approved	Approved:	10.18.2018 (Eunejune Kim)
Commitment:	0101838 - ON CALL RESO 141-2017 MULTI-DISCIPLINARY ENGINEERING SERVICES FY 17-18		
Company/Contact:	SWINERTON MGMT & CONSULTING		
Date Received:	10.04.2018	Date Due:	

Commitment Invoice Custom Fields

Migrated:	No
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Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
1	Project Management (Prelim Studies)	100-030	Rule 20A-Measure W	43,430.00	0.00	14,030.00	0.00%	0.00
Totals				43,430.00	0.00	14,030.00		0.00

Attached Documents

File Name	Attached By	Date Attached	Step
Swinerton Invoice 17100055-3.pdf	Jung, Kari-Admin (City of South San Francisco)	10.04.2018	Start

RETURN CHECK TO ENGINEERING



INVOICE

SWINERTON
MANAGEMENT & CONSULTING

Invoice Date: 10/4/2018

City of South San Francisco
315 Maple Street
South San Francisco, CA 94080
Attn: Sam Bautista, Principal Civil Engineer

Re: City of South San Francisco Project Management Services

SMC Job # 17100055
Invoice # 17100055-3
Vendor # 620773
SSF PO # 101838
SSF TO # 2018-E4

Mission Street Underground Utility District Formation Project (st1702)

	Peter V, Program Manager	Kathleen Phalen, Program Mgr.	Henry Saidnia, Sr. Project Mgr.	Jeff Neuenburg, PM/Inspector	Lissette Morales, PM/Inspector	Subtotal
Hourly Rates	\$188	\$170	\$125	\$121	\$125	
January 2018 Hours		20	156			176
Extension	\$0	\$3,400	\$19,500	\$0	\$0	\$22,900
February 2018 Hours			52			52
Extension	\$0	\$0	\$6,500	\$0	\$0	\$6,500
September 2018 Hours	5	77				82
Extension	\$940	\$13,090	\$0	\$0	\$0	\$14,030

Reimbursables

Reimbursement Subtotal \$0.00

Current Charges (this Month) \$14,030.00

CONTRACT SUMMARY

Maximum Contract Amount:	\$ 57,460.00	Time & materials (not to exceed)
Amendments:	145,970.00	(excl. contingency)
Total Current Contract:	\$ 203,430.00	
Previously Billed:	\$ 29,400.00	
Current Amount Due:	\$ 14,030.00	
Billed to Date:	\$ 43,430.00	
Paid to Date:	\$ 29,400.00	
Remaining Budget:	\$ 160,000.00	

Total Due this Invoice (Pay this amount):

\$14,030.00

Program Manager

General Ledger Balances

Criteria: As Of = 10/31/2018; Period = 0,1..12,13,14,15,16; Summarize By = Report,Fund,ObjectGroup,Object; Fund = 101

Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 101 -- MEASURE W					
Object Group 11000 -- CURRENT ASSETS					
11101	CASH AND INVESTMENT	9,444,975.66	4,305,682.95	33,525.00	13,717,133.61
11208	ACCOUNTS RECEIVABLE - OTHER	1,959,169.26	-	1,959,169.26	-
Total CURRENT ASSETS		11,404,144.92	4,305,682.95	1,992,694.26	13,717,133.61
Object Group 21000 -- CURRENT LIABILITIES					
21101	ACCOUNTS PAYABLE	-	33,525.00	33,525.00	-
Total CURRENT LIABILITIES		-	33,525.00	33,525.00	-
Object Group 27000 -- FUND BALANCES					
27001	FUND BALANCE	-	-	7,369,335.08	(7,369,335.08)
27202	RESERVE FOR ENCUMBRANCE	(53,650.00)	33,525.00	-	(20,125.00)
27304	DES FOR CURRENT CAPITAL PROJ.	(7,315,685.08)	7,315,685.08	-	-
27472	DESIGNATED FOR CIVIC CAMPUS	(4,034,809.84)	-	-	(4,034,809.84)
Total FUND BALANCES		(7,369,335.08)	7,349,210.08	7,369,335.08	(7,389,460.08)
Object Group 28000 -- CONTROL ACCOUNTS					
28001	ENCUMBRANCES	-	53,650.00	33,525.00	20,125.00
28003	APPROPRIATION CONTROL	-	-	53,650.00	(53,650.00)
28004	BUDGETED FUND BALANCE	-	53,650.00	-	53,650.00
28005	REVENUE CONTROL	-	1,959,169.26	4,305,682.95	(2,346,513.69)
28006	EXPENDITURE CONTROL	-	33,525.00	-	33,525.00
Total CONTROL ACCOUNTS		-	2,099,994.26	4,392,857.95	(2,292,863.69)
Total MEASURE W		-	13,788,412.29	13,788,412.29	(0.00)
Total		-	13,788,412.29	13,788,412.29	(0.00)