



Legislation Text

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**File #:** 19-88  
**Version:** 1

**Agenda Date:** 2/6/2019  
**Item #:** 3.

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Report transmitting Measure W Fiscal Year 2018-19 financial reports as of December 31, 2018. (*Justin Lovell, Acting Financial Services Manager*)

**RECOMMENDATION**

**No formal action is needed. The report is for information only.**

**BACKGROUND/DISCUSSION**

Attached for the Measure W Citizens' Oversight Committee's information are Measure W financial reports through December 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 \$2,033,593 in revenue in November 2018 and December 2018, which accounts for the first quarter clean-up and the October 2018 advance from the California Department of Tax and Fee Administration.

As indicated in Attachment 2, the amended budget for FY 2018-19 includes \$16,768,598 in total appropriations, primarily for support of the City's capital improvement plan. Through December 31, 2018, the City expended \$1,539,866 in Measure W. As such, the total remaining budget for FY 2018-19 is \$15,175,018.

For the months of November and December 2018, the Community Civic Campus project allocated \$1,047,507 in costs to Measure W, and the Street Rehabilitation Program allocated \$143,423 in cost that were incurred prior to November 2018. Project expense detail reports and supporting documentation are provided for the capital projects noted above via Attachment 3. The Underground Utility District (UUD) for Antoinette Lane allocated \$10,369 in costs to Measure W. This is an administrative error which will be corrected with a future budget action.

Details about the project expenses for November and December are in 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 \$14,203,745 as of December 31, 2018.

As requested by the Measure W Citizen's Oversight Committee, Attachment 6 summarizes the Measure W life-to-date revenues and expenditures. Through December 31, 2018, there were \$21,753,113 in revenues and \$11,719,037 in expenditures.

**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 December 2018 YTD
2. FY 2018-19 Measure W Expenditure Detail December 2018 YTD
3. FY 2018-19 Project st1903 Transaction Detail December 2018 YTD
4. FY 2018-19 Project st1702 Transaction Detail December 2018 YTD
5. FY 2018-19 Measure W Balance Sheet Report December 2018 YTD
6. Measure W Life-to-date Revenues and Expenditures.

**Revenue Detail Report**  
 FY 2018-19 Measure W Revenue Detail Oct 2018 YTD  
 CITY OF SOUTH SAN FRANCISCO  
 11/01/2018 through 12/31/2018

**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	2,346,513.69	7,384,936.31	24.11
11/28/2018 gl_crj CR 70342		1,056,241.61			
Line Description: Measure W Sales Tax Document Description : LOCAL SALES TAX					
12/24/2018 gl_crj CR 70471		977,711.07	101		
Line Description: Measure W Sales Tax Document Description : LOCAL SALES TAX					
101-00000-30207 MEASURE W AND USE TAX (0.5%)	9,731,450.00	2,033,952.68	4,380,466.37	5,350,983.63	45.01
<b>Total MEASURE W</b>	9,731,450.00	2,033,952.68	4,380,466.37	5,350,983.63	45.01
<b>Grand Total</b>	9,731,450.00	2,033,952.68	4,380,466.37	5,350,983.63	45.01

**Expenditure Detail Report**  
 FY 2018-19 Measure W Exp Detail Dec 2018 YTD  
 CITY OF SOUTH SAN FRANCISCO  
 11/01/2018 through 12/31/2018

**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>
101-5000 SUPPLIES & SERVICES						
101-05101-5005 PROFESSIONAL & SPECIALIZED SVCS	53,650.00	0.00	33,525.00	0.00	20,125.00	62.49
11/2/2018 invoice IN PRG #SSF1806		7,450.00				
Line Description: COMM CIV CAMPUS, PRG FUNDRAISI						
Vendor: 108252 PARTNERSHIP RESOURCES GROUP Check # 271826						
101-05101-5005 PROFESSIONAL & SPECIALIZED SVCS	53,650.00	7,450.00	40,975.00	0.00	12,675.00	76.37
<b>Total SUPPLIES &amp; SERVICES</b>	53,650.00	7,450.00	40,975.00	0.00	12,675.00	76.37
101-6000 CAPITAL OUTAY						
<b>Total CAPITAL OUTAY</b>	0.00	0.00	0.00	0.00	0.00	0.00
101-9000 TRANSFERS						
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	16,714,909.08	0.00	338,590.95	0.00	16,376,318.13	2.03
12/31/2018 rev alloc GJ pf1707		1,047,507.25				
Line Description: Project: pf1707 Allocation						
12/31/2018 rev alloc GJ st1702		10,369.41				
Line Description: Project: st1702 Allocation						
12/31/2018 rev alloc GJ st1705		143,423.50				
Line Description: Project: st1705 Allocation						
101-99999-9510 TRANSFER OUT TO CAPITAL IMPROV	16,714,909.08	1,201,300.16	1,539,891.11	0.00	15,175,017.97	9.21
<b>Total TRANSFERS</b>	16,714,909.08	1,201,300.16	1,539,891.11	0.00	15,175,017.97	9.21
<b>Total MEASURE W</b>	16,768,559.08	1,208,750.16	1,580,866.11	0.00	15,187,692.97	9.43
<b>Grand Total</b>	16,768,559.08	1,208,750.16	1,580,866.11	0.00	15,187,692.97	9.43



# Partnership Resources Group

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

PO

I-N-V-O-I-C-E  
PRG #SSF1806

# 0101942

DATE: November 2, 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 and Amendment of 10/5/18:

➤ Capital Fundraising Planning and Assessment, Progress Payment #6 \$7,450.00

## 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 ..... \$7,450.00

Please make checks payable to *Partnership Resources Group*

EIN # 27-1995712

D# 381896

Input: 11/2/18  
Approved: \_\_\_\_\_

V# 108252



# Partnership Resources Group

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

## PROGRESS REPORT #5

**DATE: November 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 October 2018:**

- October was a full month largely focused on direct donor prospect interviews including:
  - Brian Perkins, Congresswoman Jacqui Spear's District Director
  - Bill Chiang, PG&E
  - Greg Elliott, SF Giants
  - Mike Pacelli, Bay Relations
  - Manny Santamaria, Community Foundation Silicon Valley
  - Paul Formosa, Scavengers
  - Lesley Stoltz, John & Johnson J Labs
  - Elaine Breeze, Summerhill
  - Phil Tate, Kilroy Realty
  - Randy Wittorp, Kaiser Permanente
  - Brad Parberry, Cavellini
  - Norm Faria, See's
  - Sara Radcliffe, CSLA
  - Kristin Reed, Genentech Foundation
- Attended Biotech Leaders Welcome Gathering at City Hall, October 17.
- Prepared and submitted Interim Report for Library Board meeting on October 22.
- Established follow-up session on Nov. 22 with Manny Santamaria to develop funders consortium possibly led by CFSV
- Ongoing email communication Marian, Eliza, City staff and task force members re: project progress

## Sanders, Renee

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**From:** Lee, Marian  
**Sent:** Friday, November 2, 2018 2:13 PM  
**To:** Sanders, Renee  
**Cc:** Montenegro, Dolores [contractor]  
**Subject:** RE: October Report and Invoice

Looks good. Please process.

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

**From:** Sanders, Renee  
**Sent:** Friday, November 02, 2018 10:37 AM  
**To:** Lee, Marian  
**Subject:** October Report and Invoice  
**Importance:** High

Hi Mare,

Waiting for your green light on this .....

Thank you,  
Renee

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

**From:** Elliot Levin <elliott@prgonline.net>  
**Sent:** Friday, November 2, 2018 10:29 AM  
**To:** Lee, Marian <Marian.Lee@ssf.net>; Sanders, Renee <Renee.Sanders@ssf.net>  
**Subject:** October Report and Invoice

Hello Marian & Renee:

Been an active month. Attached is our Progress Report and Invoice for October.

Thanks!

Best,

Elliot

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

[www.partnershipresourcesgroup.com](http://www.partnershipresourcesgroup.com)

**Project Expense Transaction Detail Report**  
**CITY OF SOUTH SAN FRANCISCO**  
 11/1/2018 through 12/31/2018

Project Number: st1903 STREET REHABILITATION PROGRAM FY18-19

Date	Reference	Description	Account #	Hours	Labor + Benefits	Materials	Other	Total
<b>Phase #</b>	<b>003</b>	<b>PROJECT BUDGET</b>						
<b>Task #</b>	<b>003</b>	<b>DESIGN SERVICES</b>						
11/14/2018	872055503	2019-C2 - FY 2018-19 Surface S	E 510-99999-5999				3,900.00	3,900.00
		106415 NCE			Check: 271882 11/16/2018			
12/6/2018	872065503	FY 2018-19 STREET REHABILIT	E 510-99999-5999				11,985.00	11,985.00
		106415 NCE			Check: 272517 12/12/2018			
12/11/2018	872055501	2019-C2 - FY 2018-19 Surface S	E 510-99999-5999				29,950.00	29,950.00
		106415 NCE			Check: 272517 12/12/2018			
12/11/2018	872055502	2019-C2 - FY 2018-19 Surface S	E 510-99999-5999				29,950.00	29,950.00
		106415 NCE			Check: 272517 12/12/2018			
	<b>Task Total: 003</b>	<b>DESIGN SERVICES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,785.00</b>	<b>75,785.00</b>
	<b>Phase Total: 003</b>	<b>PROJECT BUDGET</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,785.00</b>	<b>75,785.00</b>
	<b>Project Number Total: st1903</b>	<b>STREET REHABILITATION PROGRAM FY18-19</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,785.00</b>	<b>75,785.00</b>
		<b>GRAND TOTAL:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,785.00</b>	<b>75,785.00</b>



382492

**RETURN CHK TO DEPT**



**Collaboration. Commitment. Confidence.<sup>SM</sup>**

**Nichols Consulting Engineers, CHTD**  
 1885 S. Arlington Ave.  
 Suite 111  
 Reno, NV 89509  
 (775) 329-4955

City of South San Francisco  
 Matt Ruble  
 315 Maple Avenue  
 South San Francisco, CA 94080

Invoice number 872055503  
 Date 10/17/2018  
 Project **872.05.55 South San Francisco - 2018 Surface Seal Project**

Professional Services Rendered through September 28, 2018

Project Name: 2018 Surface Seal Project FY 2018-19 (st193A)  
 Task Order: 2019-C2  
 Project Budget: \$68,300

Description	Contract Amount	Percent Complete	Previously Invoiced	Current Amount	Remaining Balance
1 Project Management & Meetings					
1A Project Kick-off and Progress Meetings	6,000.00	100.00	4,800.00	1,200.00	0.00
1B Utility Coordination	2,900.00	100.00	2,900.00	0.00	0.00
Subtotal	8,900.00	100.00	7,700.00	1,200.00	0.00
2 Pavement Rehabilitation Design					
2A Pavement and C&G Condition Survey	6,700.00	100.00	6,700.00	0.00	0.00
2B Pavement Design Recommendations	3,800.00	100.00	3,800.00	0.00	0.00
Subtotal	10,500.00	100.00	10,500.00	0.00	0.00
3 Plans, Specifications & Estimates (PS&E)					
3A Design Data Gathering	4,900.00	100.00	4,900.00	0.00	0.00
3B 60% PS&E	17,700.00	100.00	17,700.00	0.00	0.00
3C 90% PS&E	10,900.00	100.00	10,900.00	0.00	0.00
3D Final (100%) PS&E	8,200.00	100.00	8,200.00	0.00	0.00
Subtotal	41,700.00	100.00	41,700.00	0.00	0.00
4 Bidding and Construction Support					
4A Bidding Support Services	2,700.00	100.00	0.00	2,700.00	0.00
4B Construction Support Services	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal	7,200.00	37.50	0.00	2,700.00	4,500.00
Total	68,300.00	93.41	59,900.00	3,900.00	4,500.00

Invoice total **3,900.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872055501	08/24/2018	29,950.00		29,950.00			
872055502	09/19/2018	29,950.00	29,950.00				

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872055503	10/17/2018	3,900.00	3,900.00				
	Total	63,800.00	33,850.00	29,950.00	0.00	0.00	0.00



**Invoice Approval - Commitments (IA) - 1**

Project:	FY 2018-19 Street Rehabilitation Project	Project Number:	st193c
Process Document:	IA - 1	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	NCE - 872065503		
Status:	Approved		

**Invoice Information**

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

Vendor Invoice Number:	<b>872065503</b>	<p><i>DOC. 383791</i>  <i>V. 106415</i>  <i>PO. 0102073</i>    <i>entered 12/6</i></p>
Vendor Invoice Date:	<b>10.25.2018</b>	
Period From:	<b>09.19.2018</b>	
Period To:	<b>10.19.2018</b>	
Invoice Documentation:	<b>NCE - 872065503.pdf</b>	

**Tracking Info**

CM Signature:	<b>N/A</b>	CM Approval Date:	
PM Signature:	<b>Matthew Ruble</b>	PM Approval Date:	<b>11.29.2018</b>
Division Manager Signature:	<b>Justin Lovell</b>	Division Manager Approval Date:	<b>11.29.2018</b>
Director Signature:	<b>Justin Lovell</b>	Director Approval Date:	<b>11.29.2018</b>

**Finance Info**

Check Number:	
Check Date:	
Check Amount:	0

**Commitment Invoice Details**

Status:	Approved	Approved:	11.29.2018 (Justin Lovell)
Commitment:	0102073 - On Call Services - NCE		
Master Commitment:	FY 2018-19 Civil NCE - FY 2018-19 Civil Engineering Services		
Company/Contact:	NCE		
Date Received:	11.29.2018	Date Due:	

**Commitment Invoice Custom Fields**

Migrated:	No
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**Invoice Items**

Commitment Item #	Description	Budget Line Item	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
001	Professional Services (Design)	110-040	11,985.00	0.00	11,985.00	0.00%	0.00
Totals			11,985.00	0.00	11,985.00		0.00

**Attached Documents**

File Name	Attached By	Date Attached	Step
NCE - 872065503.pdf	Garren, Marissa-Admin (City of South San Francisco)	11.29.2018	Start



Nichols Consulting Engineers, CHTD  
 1885 S. Arlington Ave.  
 Suite 111  
 Reno, NV 89509  
 (775) 329-4955

PO# 0102073

City of South San Francisco  
 Matt Ruble  
 315 Maple Avenue  
 South San Francisco, CA 94080

Invoice number 872065503  
 Date 10/25/2018

Project 872.06.55 S. San Francisco - 2019 Street

Professional Services Rendered through October 19, 2018

st19c

TASK ORDER 2019-C1  
 Street Rehabilitation Program FY 2018-2019 (st1903)  
 Project Budget: \$159,900  
 Period of Performance: July 1, 2018 - June 30, 2020

Description	Amount	Complete	Invoiced	Current Amount	Balance
1.A Project Kick-off and Progress Meetings	11,700.00	35.00	2,925.00	1,170.00	7,605.00
1.B Utility Coordination	4,000.00	0.00	0.00	0.00	4,000.00
2.A Pavement and C&G Condition Survey	6,600.00	100.00	660.00	5,940.00	0.00
2.B Pavement Coring	19,500.00	100.00	14,625.00	4,875.00	0.00
2.C Pavement Design Recommendations	10,400.00	15.00	1,560.00	0.00	8,840.00
<b>Total</b>	<b>52,200.00</b>	<b>19.86</b>	<b>19,770.00</b>	<b>11,985.00</b>	<b>20,445.00</b>

Invoice total **11,985.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872065501	08/24/2018	13,000.00			13,000.00		
872065502	09/26/2018	6,770.00	6,770.00				
872065503	10/25/2018	11,985.00	11,985.00				
<b>Total</b>		<b>31,755.00</b>	<b>18,755.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>0.00</b>	<b>0.00</b>



## Invoice Approval - Commitments (IA) - 2

Project:	FY 2018-19 Surface Seal Project	Project Number:	st193a
Process Document:	IA - 2	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	NCE - 872055501		
Status:	Approved		

### Invoice Information

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

Vendor Invoice Number:	<b>872055501</b>	<p><i>DOC . 384075</i>  <i>PO . 0102074</i>  <i>V . 106415</i>    <i>entered 12/11</i></p>
Vendor Invoice Date:	<b>08.24.2018</b>	
Period From:	<b>07.01.2018</b>	
Period To:	<b>07.27.2018</b>	
Invoice Documentation:	<b>st193a - NCE Invoice 872055501.pdf</b>	

### Tracking Info

CM Signature:	<b>Peter Vorametsanti</b>	CM Approval Date:	<b>11.28.2018</b>
PM Signature:	<b>Matthew Ruble</b>	PM Approval Date:	<b>11.28.2018</b>
Division Manager Signature:	<b>Richard Cho</b>	Division Manager Approval Date:	<b>11.29.2018</b>
Director Signature:	<b>Justin Lovell</b>	Director Approval Date:	<b>11.29.2018</b>

### Finance Info



Check Number:	
Check Date:	
Check Amount:	0

**Commitment Invoice Details**

Status:	Approved	Approved:	11.29.2018 (Justin Lovell)
Commitment:	0102074 - On Call Services - NCE		
Master Commitment:	FY 2018-19 Civil NCE - FY 2018-19 Civil Engineering Services		
Company/Contact:	NCE		
Date Received:	11.28.2018	Date Due:	

**Commitment Invoice Custom Fields**

Migrated:	No
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**Invoice Items**

Commitment Item #	Description	Budget Line Item	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
001	Professional Services (Design)	110-040	63,800.00	0.00	29,950.00	0.00%	0.00
<b>Totals</b>			63,800.00	0.00	29,950.00		0.00

**Attached Documents**

File Name	Attached By	Date Attached	Step
st193a - NCE Invoice 872055501.pdf	Santos, Kim (City of South San Francisco)	11.28.2018	Start



Nichols Consulting Engineers, CHTD  
 1885 S. Arlington Ave.  
 Suite 111  
 Reno, NV 89509  
 (775) 329-4955

City of South San Francisco  
 Matt Ruble  
 315 Maple Avenue  
 South San Francisco, CA 94080

Invoice number 872055501  
 Date 08/24/2018

Project **872.05.55 South San Francisco - 2018 Surface Seal Project**

Professional Services Rendered through July 27, 2018

Project Name: 2018 Surface Seal Project FY 2018-19 (st193A)  
 Task Order 2019-C2  
 Project Budget: \$68,300

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Total Billed	Remaining Balance
<b>1 Project Management &amp; Meetings</b>						
1A Project Kick-off and Progress Meetings	6,000.00	65.00	0.00	3,900.00	3,900.00	2,100.00
1B Utility Coordination	2,900.00	10.00	0.00	290.00	290.00	2,610.00
Subtotal	8,900.00	47.08	0.00	4,190.00	4,190.00	4,710.00
<b>2 Pavement Rehabilitation Design</b>						
2A Pavement and C&G Condition Survey	6,700.00	100.00	0.00	6,700.00	6,700.00	0.00
2B Pavement Design Recommendations	3,800.00	0.00	0.00	0.00	0.00	3,800.00
Subtotal	10,500.00	63.81	0.00	6,700.00	6,700.00	3,800.00
<b>3 Plans, Specifications &amp; Estimates (PS&amp;E)</b>						
3A Design Data Gathering	4,900.00	100.00	0.00	4,900.00	4,900.00	0.00
3B 60% PS&E	17,700.00	80.00	0.00	14,160.00	14,160.00	3,540.00
3C 90% PS&E	10,900.00	0.00	0.00	0.00	0.00	10,900.00
3D Final (100%) PS&E	8,200.00	0.00	0.00	0.00	0.00	8,200.00
Subtotal	41,700.00	45.71	0.00	19,060.00	19,060.00	22,640.00
<b>4 Bidding and Construction Support</b>						
4A Bidding Support Services	2,700.00	0.00	0.00	0.00	0.00	2,700.00
4B Construction Support Services	4,500.00	0.00	0.00	0.00	0.00	4,500.00
Subtotal	7,200.00	0.00	0.00	0.00	0.00	7,200.00
Total	68,300.00	43.85	0.00	29,950.00	29,950.00	38,350.00

Invoice total 29,950.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872055501	08/24/2018	29,950.00	29,950.00				
	Total	29,950.00	29,950.00	0.00	0.00	0.00	0.00



### Invoice Approval - Commitments (IA) - 3

Project:	FY 2018-19 Surface Seal Project	Project Number:	st193a
Process Document:	IA - 3	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	NCE - 872055502		
Status:	Approved		

#### Invoice Information

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

Vendor Invoice Number:	<b>872055502</b>	<i>DOC. 384077</i>
Vendor Invoice Date:	<b>09.19.2018</b>	<i>PO. 0102074</i>
Period From:	<b>08.01.2018</b>	<i>V. 106415</i>
Period To:	<b>08.31.2018</b>	<i>entered 12/11</i>
Invoice Documentation:	<b>st193a - NCE Invoice 872055502.pdf</b>	

#### Tracking Info

CM Signature:	<b>Peter Vorametsanti</b>	CM Approval Date:	<b>11.28.2018</b>
PM Signature:	<b>Matthew Ruble</b>	PM Approval Date:	<b>11.28.2018</b>
Division Manager Signature:	<b>Richard Cho</b>	Division Manager Approval Date:	<b>11.29.2018</b>
Director Signature:	<b>Justin Lovell</b>	Director Approval Date:	<b>11.29.2018</b>

#### Finance Info

Check Number:	
Check Date:	
Check Amount:	0

**Commitment Invoice Details**

Status:	Approved	Approved:	11.29.2018 (Justin Lovell)
Commitment:	0102074 - On Call Services - NCE		
Master Commitment:	FY 2018-19 Civil NCE - FY 2018-19 Civil Engineering Services		
Company/Contact:	NCE		
Date Received:	11.28.2018	Date Due:	

**Commitment Invoice Custom Fields**

Migrated:	No
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**Invoice Items**

Commitment Item #	Description	Budget Line Item	Invoiced To Date	Retained To Date	Invoice Amount	Retainage Percent	Retained This Invoice
001	Professional Services (Design)	110-040	63,800.00	0.00	29,950.00	0.00%	0.00
<b>Totals</b>			63,800.00	0.00	29,950.00		0.00

**Attached Documents**

File Name	Attached By	Date Attached	Step
st193a - NCE Invoice 872055502.pdf	Santos, Kim (City of South San Francisco)	11.28.2018	Start





Nichols Consulting Engineers, CHTD  
1885 S. Arlington Ave.  
Suite 111  
Reno, NV 89509  
(775) 329-4955

City of South San Francisco  
Matt Ruble  
315 Maple Avenue  
South San Francisco, CA 94080

Invoice number 872055502  
Date 09/19/2018

Project **872.05.55 South San Francisco - 2018  
Surface Seal Project**

Professional Services Rendered through August 31, 2018

Project: 2018 Surface Seal Project FY 2018-19(st193A)  
Task Order: 2019-C2  
Project Budget: \$68,300

Description	Contract Amount	Percent Complete	Previously Invoiced	Current Amount	Remaining Balance
<b>1 Project Management &amp; Meetings</b>					
1A Project Kick-off and Progress Meetings	6,000.00	80.00	3,900.00	900.00	1,200.00
1B Utility Coordination	2,900.00	100.00	290.00	2,610.00	0.00
Subtotal	8,900.00	86.52	4,190.00	3,510.00	1,200.00
<b>2 Pavement Rehabilitation Design</b>					
2A Pavement and C&G Condition Survey	6,700.00	100.00	6,700.00	0.00	0.00
2B Pavement Design Recommendations	3,800.00	100.00	0.00	3,800.00	0.00
Subtotal	10,500.00	100.00	6,700.00	3,800.00	0.00
<b>3 Plans, Specifications &amp; Estimates (PS&amp;E)</b>					
3A Design Data Gathering	4,900.00	100.00	4,900.00	0.00	0.00
3B 60% PS&E	17,700.00	100.00	14,160.00	3,540.00	0.00
3C 90% PS&E	10,900.00	100.00	0.00	10,900.00	0.00
3D Final (100%) PS&E	8,200.00	100.00	0.00	8,200.00	0.00
Subtotal	41,700.00	100.00	19,060.00	22,640.00	0.00
<b>4 Bidding and Construction Support</b>					
4A Bidding Support Services	2,700.00	0.00	0.00	0.00	2,700.00
4B Construction Support Services	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal	7,200.00	0.00	0.00	0.00	7,200.00
Total	68,300.00	87.70	29,950.00	29,950.00	8,400.00

Invoice total **29,950.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
872055501	08/24/2018	29,950.00	29,950.00				
872055502	09/19/2018	29,950.00	29,950.00				
	Total	59,900.00	59,900.00	0.00	0.00	0.00	0.00

**Project Expense Transaction Detail Report**  
**CITY OF SOUTH SAN FRANCISCO**  
 11/1/2018 through 12/31/2018

Project Number: st1702 UUD RULE 20A ANTOINETTE LN

Date	Reference	Description	Account #	Hours	Labor + Benefits	Materials	Other	Total
<b>Phase #</b>	<b>110</b>	<b>DESIGN</b>						
<b>Task #</b>	<b>600</b>	<b>CONTRACT/CONSULTANT SERVICES</b>						
12/11/2018	17095-D	Antoinette Lane Underground Ut	E 510-99999-5999				55,473.00	55,473.00
		107372 BELLECCI & ASSOCIATES, INC.						
		Underground Utility District-R	E 510-99999-5999				10,880.00	10,880.00
12/26/2018	18100047-01	104472 SWINERTON MGMT & CONSULTING						
			Check: 272436 12/12/2018					
			Check: 273008 1/4/2019					
	<b>Task Total: 600</b>	<b>CONTRACT/CONSULTANT SERVICES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,353.00</b>	<b>66,353.00</b>
	<b>Phase Total: 110</b>	<b>DESIGN</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,353.00</b>	<b>66,353.00</b>
	<b>Project Number Total: st1702</b>	<b>UUD RULE 20A ANTOINETTE LN</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,353.00</b>	<b>66,353.00</b>
		<b>GRAND TOTAL:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,353.00</b>	<b>66,353.00</b>



### Invoice Approval - Commitments (IA) - 3

Project:	Underground Utility District- Rule 20A (Antoinette)	Project Number:	st1702
Process Document:	IA - 3	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	BELLECCI & ASSOCIATES, INC. - 17095-D		
Status:	Approved		

#### Invoice Information

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

Vendor Invoice Number:	17095-D	<p>DOC. 384084 PO. 0101095 V. 107372</p> <p>entered 12/11</p>
Vendor Invoice Date:	11.12.2018	
Period From:	07.07.2018	
Period To:	09.09.2018	
Invoice Documentation:	st1702 - Bellecci Invoice.pdf	

#### Tracking Info

CM Signature:	Peter Vorametsanti	CM Approval Date:	11.21.2018
PM Signature:	Matthew Ruble	PM Approval Date:	11.21.2018
Division Manager Signature:	Richard Cho	Division Manager Approval Date:	11.29.2018
Director Signature:	Justin Lovell	Director Approval Date:	11.30.2018

**Finance Info**

Check Number:	
Check Date:	
Check Amount:	0

**Commitment Invoice Details**

Status:	Approved	Approved:	11.30.2018 (Justin Lovell)
Commitment:	0101695 - ANTOINETTE LANE UNDERGROUND UTILITY DISTRICT		
Company/Contact:	BELLECCI & ASSOCIATES, INC.		
Date Received:	11.21.2018	Date Due:	12.12.2018

**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	110-040	Rule 20A-Measure W	119,716.00	0.00	55,473.00	0.00%	0.00
<b>Totals</b>				119,716.00	0.00	55,473.00		0.00

**Attached Documents**

File Name	Attached By	Date Attached	Step
st1702 - Bellecci Invoice.pdf	Vorametsanti, Peter (Swinerton)	11.21.2018	Start

# Invoice



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

DATE	INVOICE #
------	-----------

11/12/2018	17095-D
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**BILL TO:**

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

P.O. NUMBER	TERMS	PROJECT
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	Net 30	17095P - Antoinette La...
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QUANTITY	DESCRIPTION	RATE	AMOUNT
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Services July 2, 2018 Through November 9, 2018

City of South San Francisco  
Antoinette Lane UUD Project

**Total Invoiced**  
(See Attached Spreadsheet)

55,473.00	55,473.00
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Thank you for your business.

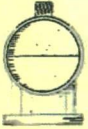
**TOTAL** \$55,473.00



296471



# Invoice



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

DATE	INVOICE #
11/12/2018	17095-D

**BILL TO:**

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

P.O. NUMBER	TERMS	PROJECT
	Net 30	17095P - Antoinette La...

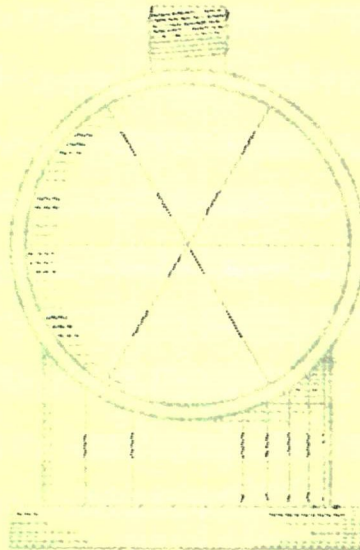
QUANTITY	DESCRIPTION	RATE	AMOUNT
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Services July 2, 2018 Through November 9, 2018

City of South San Francisco  
Antoinette Lane UUD Project

Total Invoiced  
(See Attached Spreadsheet)

55,473.00 55,473.00



Thank you for your business.

**TOTAL \$55,473.00**



296472



City of South San Francisco

**ANTOINETTE LANE UUD PROJECT**

Bellecci & Associates Invoice #17095-D

Invoice Date: November 12, 2018

Period: **July 2, 2018 thru November 9, 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	100.00%	0.00%	100.00%	\$1,450	\$0	\$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	100.00%	0.00%	100.00%	\$125	\$0	\$125	\$0
2.1	Meetings w/PG&E during Intent	\$1,570	100.00%	0.00%	100.00%	\$1,570	\$0	\$1,570	\$0
2.2	PG&E Design Support	\$1,450	100.00%	0.00%	100.00%	\$1,450	\$0	\$1,450	\$0
2.3	Ph 1 Estimate / Preliminary Form B	\$2,380	100.00%	0.00%	100.00%	\$2,380	\$0	\$2,380	\$0
2.4	changes by Utilities	\$8,120	100.00%	0.00%	100.00%	\$8,120	\$0	\$8,120	\$0
2.5	Property/Frontage/Utility Mapping	\$8,470	15.00%	70.00%	85.00%	\$1,271	\$5,929	\$7,200	\$1,271
2.6	Legals/Property Line Field Surveying	\$2,560	100.00%	0.00%	100.00%	\$2,560	\$0	\$2,560	\$0
3.1-3.2	Meeting + 65% JT Plans	\$33,338	40.00%	60.00%	100.00%	\$13,335	\$20,003	\$33,338	\$0
3.3-3.4	100% Submittal and 100% Form B	\$38,440	0.00%	58.00%	58.00%	\$0	\$22,295	\$22,295	\$16,145
3.5	Site Work at Appt Property	\$17,602	0.00%	40.00%	40.00%	\$0	\$7,041	\$7,041	\$10,561
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	50.00%	50.00%	100.00%	\$205	\$205	\$410	\$0
4.1	DSCD	\$47,422	0.00%	0.00%	0.00%	\$0	\$0	\$0	\$47,422
<b>total contract amount</b>		<b>\$225,244</b>				<b>\$63,673</b>	<b>\$55,473</b>	<b>\$119,146</b>	<b>\$106,099</b>

Vendor # 104472  
 Doc # 384889  
 PO # 0101838  
 12/26/18



**Invoice Approval - Commitments (IA) - 4**

Project:	Underground Utility District- Rule 20A (Antoinette)	Project Number:	st1702
Process Document:	IA - 4	Overall Due Date:	
Current Workflow Step:	Finance Approval	Step Due Date:	
Subject:	SWINERTON MGMT & CONSULTING - 18100047-01		
Status:	Approved		

**Invoice Information**

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

Vendor Invoice Number:	<b>18100047-01</b>
Vendor Invoice Date:	<b>12.05.2018</b>
Period From:	<b>11.01.2018</b>
Period To:	<b>11.30.2018</b>
Invoice Documentation:	<b>SSF 17100045 Invoice - 12-4-18 signed 2 13.pdf</b>

**Tracking Info**

CM Signature:	<b>Peter Vorametsanti</b>	CM Approval Date:	<b>12.05.2018</b>
PM Signature:	<b>Matthew Ruble</b>	PM Approval Date:	<b>12.05.2018</b>
Division Manager Signature:	<b>Richard Cho</b>	Division Manager Approval Date:	<b>12.10.2018</b>
Director Signature:	<b>Eunejune Kim</b>	Director Approval Date:	<b>12.13.2018</b>

**Finance Info**

Check Number:	
Check Date:	
Check Amount:	0

**Commitment Invoice Details**

Status:	Approved	Approved:	12.13.2018 (Eunejune Kim)
Commitment:	0101838 - ON CALL RESO 141-2017 MULTI-DISCIPLINARY ENGINEERING SERVICES FY 17-18		
Company/Contact:	SWINERTON MGMT & CONSULTING		
Date Received:	12.05.2018	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	54,310.00	0.00	10,880.00	0.00%	0.00
<b>Totals</b>				54,310.00	0.00	10,880.00		0.00

**Attached Documents**

File Name	Attached By	Date Attached	Step
SSF 17100045 Invoice - 12-4-18 signed 2 13.pdf	Vorametsanti, Peter (Swinerton)	12.06.2018	Start



**INVOICE**

**SWINERTON**  
MANAGEMENT & CONSULTING

Invoice Date: 12/5/2018

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 # 18100047  
Invoice # 18100047-01  
Vendor # 620773  
SSF PO #  
SSF TO # 2019-E16

**Antoinette Underground District Phase 1 (st1702)**

For Services from November 1 - 30, 2018

	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	
November 2018 Hours		64				64
Extension	\$0	\$10,880	\$0	\$0	\$0	\$10,880

**Reimbursables**

Reimbursement Subtotal \$0.00  
Current Charges (this Month) \$10,880.00

**CONTRACT SUMMARY**

Maximum Contract Amount:	\$ 176,029.00	Time & materials (not to exceed)
Amendments:	-	(excl. contingency)
Total Current Contract:	\$ 176,029.00	
Previously Billed:		
Current Amount Due:	10,880.00	
Billed to Date:	\$ 10,880.00	
Paid to Date:	-	
Remaining Budget:	\$ 165,149.00	

Total Due this Invoice (Pay this amount):

\$10,880.00

Program Manager

*Peter V.*

# General Ledger Balances

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

Object	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 101 -- MEASURE W</b>					
<b>Object Group 11000 -- CURRENT ASSETS</b>					
11101	CASH AND INVESTMENT	9,444,975.66	7,388,952.75	2,630,183.23	14,203,745.18
11208	ACCOUNTS RECEIVABLE - OTHER	1,959,169.26	0.00	1,959,169.26	0.00
<b>Total CURRENT ASSETS</b>		11,404,144.92	7,388,952.75	4,589,352.49	14,203,745.18
<b>Object Group 21000 -- CURRENT LIABILITIES</b>					
21101	ACCOUNTS PAYABLE	0.00	40,975.00	40,975.00	0.00
<b>Total CURRENT LIABILITIES</b>		0.00	40,975.00	40,975.00	0.00
<b>Object Group 27000 -- FUND BALANCES</b>					
27001	FUND BALANCE	0.00	0.00	7,369,335.08	(7,369,335.08)
27202	RESERVE FOR ENCUMBRANCE	(53,650.00)	40,975.00	0.00	(12,675.00)
27304	DES FOR CURRENT CAPITAL PROJ.	(7,315,685.08)	7,315,685.08	0.00	0.00
27472	DESIGNATED FOR CIVIC CAMPUS	(4,034,809.84)	0.00	0.00	(4,034,809.84)
<b>Total FUND BALANCES</b>		(11,404,144.92)	7,356,660.08	7,369,335.08	(11,416,819.92)
<b>Object Group 28000 -- CONTROL ACCOUNTS</b>					
28001	ENCUMBRANCES	0.00	53,650.00	40,975.00	12,675.00
28003	APPROPRIATION CONTROL	0.00	0.00	7,369,335.08	(7,369,335.08)
28004	BUDGETED FUND BALANCE	0.00	7,369,335.08	0.00	7,369,335.08
28005	REVENUE CONTROL	0.00	1,959,169.26	6,339,635.63	(4,380,466.37)
28006	EXPENDITURE CONTROL	0.00	2,630,183.23	1,049,317.12	1,580,866.11
<b>Total CONTROL ACCOUNTS</b>		0.00	12,012,337.57	14,799,262.83	(2,786,925.26)
<b>Total MEASURE W</b>		0.00	26,798,925.40	26,798,925.40	0.00
<b>Total</b>		0.00	26,798,925.40	26,798,925.40	0.00



**Measure W - Life to Date Revenues and Expenditures**  
by Calendar Year

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Revenues	3,510,433	8,758,889	9,483,792	21,753,113
Expenditures	(320,026)	(1,841,789)	(9,557,223)	(11,719,037)
<b>Net</b>	<b>3,190,406</b>	<b>6,917,101</b>	<b>(73,431)</b>	<b>10,034,076</b>