

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, September 24, 2025

6:30 PM

**Shinagawa Prince Hotel, 10-30 Takanawa 4-chome, Minato-ku Tokyo,
108-8611 Japan**

**Library Parks & Recreation Building, Council Chambers
901 Civic Campus Way, South San Francisco, CA**

City Council

EDDIE FLORES, Mayor (District 5)
MARK ADDIEGO, Vice Mayor (District 1)
JAMES COLEMAN, Councilmember (District 4)
MARK NAGALES, Councilmember (District 2)
BUENAFLORES NICOLAS, Councilmember (District 3)
ROSA GOVEA ACOSTA, City Clerk
FRANK RISSO, City Treasurer
SHARON RANALS, City Manager
SKY WOODRUFF, City Attorney

How to observe the Meeting (no public comment, including via Zoom):

- 1) Local cable channel: Astound, Channel 26, Comcast, Channel 27, or AT&T, Channel 99
- 2) <https://www.ssf.net/Government/Video-Streaming-City-and-Council-Meetings/City-Council>
- 3) <https://www.youtube.com/@CityofSouthSanFrancisco/streams>
- 4) Zoom meeting (streaming only): <https://ssf-net.zoom.us/j/81072693726>
Webinar ID: 810 7269 3726 Join by Telephone: +1 669 900 6833

How to submit written Public Comment before the City Council Meeting:

Members of the public are encouraged to submit public comments in writing in advance of the meeting via the eComment tab by 4:30 p.m. on the meeting date. Use the eComment portal by clicking on the following link: <https://ci-ssf-ca.granicusideas.com/meetings> or by visiting the City Council meeting's agenda page. eComments are also directly sent to the iLegislate application used by City Council and staff.

How to provide Public Comment during the City Council Meeting:**COMMENTS ARE LIMITED TO THREE (3) MINUTES PER SPEAKER**

During a meeting, comments can only be made in person: Complete a Digital Speaker Card located at the entrance to the Council Chambers. Be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. When your name is called, please come to the podium, state your name and address (optional) for the Minutes.

American Disability Act:

The City Clerk will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to Office of the City Clerk at 400 Grand Avenue, South San Francisco, CA 94080, or email at all-cc@ssf.net. Include your name, address, phone number, a brief description of the requested materials, and preferred alternative format service at least 72-hours before the meeting.

Accommodations: Individuals who require special assistance of a disability-related modification or accommodation to participate in the meeting, including Interpretation Services, should contact the Office of the City Clerk by email at all-cc@ssf.net, 72-hours before the meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA REVIEWLEVINE ACT DISCLOSURES (SB 1181)

If you have donated \$500 or more to the campaign of a South San Francisco elected official in the past twelve (12) months, please read the following paragraphs carefully:

- The Levine Act (Gov. Code § 84308) requires any Party, Agent, or Participant, as defined in §84308(a), of a proceeding involving any grants, denials, renewals, restrictions, or modifications to any licenses and permits, entitlements for use, contracts, or franchises (“Proceeding”), to disclose on the record any contributions they have made to any elected, appointed, or candidate for City Officer totaling more than \$500 within the preceding 12 months.
- The Levine Act also requires any elected, appointed, alternate, or candidate for City Officer who has received a contribution totaling \$500 within the past 12 months from a Party, Agent, or Participant of a Proceeding to (1) disclose that fact on the record involving the Proceeding and (2) to recuse themselves from, and in no way attempt to use their official position to influence any decision involving, the Proceeding.
- Elected, appointed, alternates, or candidates for City Officer are prohibited from accepting, soliciting, and directing, and Parties, Participants, and Agents are prohibited from making, campaign contributions of more than \$500 while the Proceeding is pending and for 12 months after the date a final decision is rendered for the Proceeding.

Violations of the Levine Act may result in a civil action brought by the Fair Political Practice Commission (FPPC) for an amount up to five thousand dollars (\$5,000) per violation. Any person who knowingly or willfully violates any provision of the Political Reform Act is guilty of a misdemeanor and subject to a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person unlawfully contributed upon conviction for each violation.

ANNOUNCEMENTS FROM STAFFPRESENTATIONS

1. [Certificates honoring the South San Francisco High School Baseball Coach Matt Schaukowitch and Softball Coach Dana Donnenwirth on their 2025 Season, and Daniel Flores, Athletic Director. \(Eddie Flores, Mayor\)](#)

2. [Proclamation celebrating Fire Prevention Week October 5 – 11, 2025. \(Eddie Flores, Mayor\)](#)
3. [Proclamation recognizing October as Domestic Violence Awareness Month. \(Eddie Flores, Mayor\)](#)
4. [Proclamation recognizing October as Filipino American History Month. \(Eddie Flores, Mayor\)](#)

COUNCIL COMMENTS/REQUESTS

PUBLIC COMMENTS

Under the Public Comment section of the agenda, members of the public may speak on any item not listed on the Agenda and on items listed under the Consent Calendar. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting. Written comments on agenda items received prior to 4:30 p.m. on the day of the meeting will be included as part of the meeting record but will not be read aloud.

If there appears to be a large number of speakers, the Mayor may reduce speaking time to limit the total amount of time for public comments (Gov. Code sec. 54954.3(b)(1)). Speakers that are not in compliance with the City Council's rules of decorum will be muted.

CONSENT CALENDAR

Matters under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted by one motion and without discussion. If, however, any Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.

5. [Motion to approve the Minutes from the meeting of September 10, 2025 \(Office of the City Clerk\)](#)
6. [Report regarding a resolution authorizing and approving a Records Management Policy for the Citywide Records Management Program and amending the City's Records Retention Schedule \(Rosa Govea Acosta, City Clerk\)](#)
- 6a. [Resolution authorizing and approving a Records Management Policy for the Citywide Records Management Program and amending the City's Records Retention Schedule](#)

7. [Report regarding a resolution approving an agreement with Ross Recreation Equipment, Incorporated of Santa Rosa, CA for the purchase, construction, and installation of park amenities for the Dundee Park Remodel \(pk2402\) in an amount not to exceed \\$692,393 and approving Budget Amendment Number 26.021. \(Jake Gilchrist, Director of Capital Projects\)](#)
- 7a. [Resolution approving an agreement with Ross Recreation Equipment, Incorporated of Santa Rosa, CA for the purchase, construction, and installation of park amenities for the Dundee Park Remodel \(pk2402\) in an amount not to exceed \\$692,393 and approving Budget Amendment Number 26.021](#)
8. [Report regarding a resolution authorizing the acceptance of grant funding of up to \\$2,000 from the Yiddish Book Center's "Between Two Worlds" Public Libraries Program to support literary and cultural programming at the South San Francisco Public Library, amending the Library Department's Fiscal Year 2025-26 Operating Budget and approving Budget Amendment Number 26.022. \(Adam Elsholz, Assistant Library Director\)](#)
- 8a. [Resolution authorizing the acceptance of grant funding of up to \\$2,000 from the Yiddish Book Center's "Between Two Worlds" Public Libraries Program to support literary and cultural programming at the South San Francisco Public Library, amending the Library Department's Fiscal Year 2025-26 Operating Budget and approving Budget Amendment Number 26.022.](#)
9. [Report regarding a resolution authorizing the acceptance of \\$2,698.56 in funding from San Mateo County Registration and Elections Division to support an 11-Day Vote Center at the Main Library, Library | Parks and Recreation Center, for the November 4, 2025, Statewide Special Election and amending the Library Department's Fiscal Year 2025-2026 Operating Budget via Budget Amendment Number 26.023. \(Valerie Sommer, Library Director\)](#)
- 9a. [Resolution authorizing the acceptance of \\$2,698.56 in funding from San Mateo County Registration and Elections Division to support an 11-Day Vote Center at the Main Library, Library | Parks and Recreation Center, for the November 4, 2025 Statewide Special Election and amending the Library Department's Fiscal Year 2025-26 Operating Budget via Budget Amendment Number 26.023. \(Valerie Sommer, Library Director\)](#)
10. [Report regarding an application for the San Mateo County Transportation Authority \(SMCTA\) Highway Program Grant for up to \\$9,000,000 for the construction phase of the US 101 / Produce Avenue Off-Ramp Improvements Project. \(tr1404\) \(Lawrence Henriquez, Senior Civil Engineer\)](#)

- 10a. [Resolution of the City Council of the City of South San Francisco supporting the US 101/Produce Avenue Off-Ramp Improvements and authorizing submittal of an application for the San Mateo County Transportation Authority's 2025 Measure A and Measure W Highway Program Call for Projects. \(tr1404\)](#)
- 11. [Report regarding a resolution authorizing the City Manager to execute a Uniform Services Agreement with Cintas to provide uniform services for the Public Works Maintenance, Parks and Facilities, and Water Quality Control Plant Divisions, in a form approved by the City Attorney. \(Marissa Garren, Management Analyst II\)](#)
- 11a. [Resolution authorizing the City Manager to execute a Uniform Services Agreement with Cintas to provide uniform services for the Public Works Maintenance, Parks and Facilities, and Water Quality Control Plant Divisions, in a form approved by the City Attorney.](#)
- 12. [Report regarding a resolution authorizing the Fire Department to participate in Cal Water's Water Conservation Rebate Program accepting funding in the amount of \\$127,722.31 to purchase a Pump Pod Direct Recirculating Apparatus Firefighting Training Sustainability Unit; approving Budget Amendment Number 26.024 to the Fire Department's fiscal year 2025-26 operating budget in an amount not to exceed \\$127,722.31; and authorizing the City Manager to execute the purchase agreement on behalf of the City of South San Francisco with Pump Pod in an amount not to exceed \\$127,722.31 \(Devin Flannery, Deputy Fire Chief\)](#)
- 12a. [Resolution authorizing the Fire Department to participate in Cal Water's Water Conservation Rebate Program accepting funding in an amount of \\$127,722.31 to purchase a Pump Pod Direct Recirculating Apparatus Firefighting Training Sustainability Unit; approving budget Amendment Number 26.024 to the Fire Department fiscal year 2025-26 operating budget in an amount not to exceed \\$127,722.31; and authorizing the City Manager to execute the purchase agreement on behalf of the City of South San Francisco with Pump Pod in an amount not to exceed \\$127,722.31 \(Devin Flannery, Deputy Fire Chief\)](#)
- 13. [Report regarding a resolution approving Amendment 1 to the City's wage and salary schedule for fiscal year 2025-26 to establish the salary range for the new classification of Crisis Response Clinician I/II \(Leah Lockhart, Human Resources Director\)](#)
- 13a. [Resolution approving Amendment 1 to the City's wage and salary schedule for fiscal year 2025-26 to establish the salary range for the new classification of Crisis Response Clinician I/II](#)

- 14. [Report regarding a resolution approving an amended and restated lease with the Boys and Girls Club of the Peninsula for the Orange Avenue Clubhouse located at 201 West Orange Avenue. \(Rich Lee, Assistant City Manager\)](#)
- 14a. [Resolution approving an Amended and Restated Lease with the Boys and Girls Club of the Peninsula for the Orange Avenue Clubhouse located at 201 West Orange Avenue.](#)

PUBLIC HEARING

- 15. [Report regarding an ordinance making minor revisions to South San Francisco Municipal Code \(SSFMC\) Section 20.110 \(Civic Districts\) related to building height, a resolution making findings and approving a Variance and Design Review for the redevelopment of the Boys and Girls Club facility at 201 West Orange Avenue in the Parks and Recreation \(PR\) Zoning District in accordance with Title 20 of the SSFMC, and a resolution making a determination under the California Environmental Quality Act \(CEQA\) that the project is categorically exempt as an In-Fill Development Project. \(CEQA Guidelines Section 15332.\)](#)
- 15a. [Resolution making findings and a determination that the Peninsula Boys and Girls Club Orange Park Clubhouse Project located at 201 West Orange Avenue qualifies for a categorical exemption, pursuant to California Environmental Quality Act \(CEQA\) Guidelines Section 15332.](#)
- 15b. [Resolution making findings approving a Variance, and Design Review for the redevelopment of the Boys and Girls Club facility at 201 West Orange Avenue in the Parks and Recreation \(PR\) Zoning District.](#)
- 15c. [Ordinance Amending Title 20 of the South San Francisco Municipal Code to make minor revisions to Section 20.110 \(Civic Districts\) related to a height exception for screening for roof-mounted equipment.](#)
- 16. [Report regarding holding a Public Hearing on the City of South San Francisco's Community Development Block Grant Program Year 2024-2025 Consolidated Annual Performance and Evaluation Report and adopting a resolution approving the Program Year 2024-2025 CAPER and authorizing its submittal to the U.S. Department of Housing and Urban Development. \(Alvina Condon, Management Analyst II\)](#)

- 16a. [Resolution approving the Program Year 2024-25 Consolidated Annual Performance and Evaluation Report for the City's Community Development Block Grant Program and authorizing its submittal to the U.S. Department of Housing and Urban Development.](#)
- 17. [Report regarding a resolution amending the City of South San Francisco's Community Development Block Grant Program Year 2019 "CARES Act" Annual Action Plan and authorizing its submittal and all other required documents to the U.S. Department of Housing and Urban Development \(Alvina Condon, Management Analyst II\)](#)
- 17a. [Resolution amending the City of South San Francisco's Community Development Block Grant Program Year 2019 Annual Action Plan and authorizing its submittal and all other required documents to the U.S. Department of Housing and Urban Development.](#)
- 18. [Report regarding waiver of reading and introduction of ordinances to establish a pavement cut moratorium, a Utility Pavement Cut Fee, and a Heavy Construction Vehicle Fee; and adoption of a resolution setting rates for the Fees. \(Lawrence Henriquez, Senior Civil Engineer\)](#)
- 18a. [Ordinance adding Chapter 13.05 to Title 13 of the South San Francisco Municipal Code to establish a pavement cut moratorium.](#)
- 18b. [Ordinance adding Chapter 13.06 \("Utility Pavement Cut Fee"\) to Title 13 \("Public Improvements"\) of the South San Francisco Municipal Code to establish a recovery fee for utility cuts in City streets.](#)
- 18c. [Ordinance adding Chapter 15.66 \("Heavy Construction Vehicle Fee"\) to Title 15 \("Buildings and Construction"\) of the South San Francisco Municipal Code to establish a Heavy Construction Vehicle Fee to mitigate the impacts of new developments on paved streets in the City.](#)
- 18d. [Resolution approving the setting of rates for the Utility Pavement Cut Fee and the Heavy Construction Vehicle Fee and adding both fees to the City's Master Fee Schedule.](#)

19. Report regarding consideration and adoption of a Resolution approving a Planning Commission recommendation to make findings and certify an Environmental Impact Report, including a Statement of Overriding Considerations and Mitigation and Monitoring Reporting Program, a Resolution approving applications for a General Plan Amendment, Zoning Map Amendment, Design Review, Transportation Demand Management Plan, Vesting Tentative Map, to waive first reading and introduce an Ordinance to rezone five adjacent private parcels at 120 Terminal Court, 196 Produce Avenue, 160 Produce Avenue, and 140 Produce Avenue from Mixed Industrial High (MIH) to Business Technology Park High (BTP-H), and to waive first reading and introduce an Ordinance approving a Development Agreement to extend the approved entitlements for the 101 Terminal Project and permit development of a life science campus at 131 Terminal Court. (Billy Gross, Principal Planner)
- 19a. Resolution making findings and certifying the Environmental Impact Report, including adoption of a Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program, for the Infinite 131 Project.
- 19b. Ordinance amending the South San Francisco Zoning Map to rezone the properties at 131 Terminal Court, 120 Terminal Court, 196 Produce Avenue, 160 Produce Avenue, and 140 Produce Avenue from Mixed Industrial High (MIH) to Business Technology Park - High (BTP-H).
- 19c. Resolution making findings and approving a General Plan Amendment, Lindenville Specific Plan Amendment, Use Permit, Design Review, Tentative Parcel Map, and Transportation Demand Management Plan to construct a life science campus totaling approximately 1,700,000 square feet on a 17.67-acre site at 131 Terminal Court.
- 19d. Ordinance adopting a Development Agreement to construct a life science campus totaling approximately 1,700,000 square feet on a 17.67-acre site at 131 Terminal Court in accordance with Title 19 and 20 of the South San Francisco Municipal Code.
20. Report regarding introduction of an ordinance repealing current Building Code regulations under Title 15 of the South San Francisco Municipal Code and adopting by reference the 2025 California Building Standards Codes with certain local amendments. (Erik Rietdorf, Chief Building Official)

- 20a.** [Ordinance repealing and replacing Chapters 15.06 \(California Administrative Code\), 15.08 \(California Building Code\), 15.10 \(International Property Maintenance Code, 2021 Edition\), 15.12 \(California Plumbing Code\), 15.14 \(California Residential Code\), 15.16 \(California Mechanical Code\), 15.20 \(California Electrical Code\), 15.22 \(California Green Building Standards Code\), 15.24 \(California Fire Code\), 15.25 \(Designation of Fire Hazard Severity Zones\) 15.26 \(California Energy Code\), 15.32 \(California Historical Building Code\), 15.34 \(California Existing Building Code\), and 15.36 \(California Referenced Standards Code\), and adding to Chapter 15.25 \(California Wildland-Urban Interface and Designation of Fire Hazard Severity Zones\), of the South San Francisco Municipal Code in order to adopt by reference and amend provisions of the 2025 Edition of the California Building Standards Code, California Code of Regulations, Title 24, parts 1, 2, 2.5, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and International Property Maintenance Code, 2024 Edition.](#)

ADMINISTRATIVE BUSINESS

- 21.** [Report regarding a resolution approving a successor Memorandum of Understanding between the City of South San Francisco and International Union of Operating Engineers Local 39, amending the Public Safety Managers Compensation Plan, approving Amendment 2 to the City's Wage and salary Schedule, and approving Budget Amendment Number 26.025.](#)
[\(Leah Lockhart, Human Resources Director\)](#)
- 21a.** [Resolution approving a successor Memorandum of Understanding between the City of South San Francisco and International Union of Operating Engineers Local 39, amending the Public Safety Managers Compensation Plan, approving Amendment 2 to the City's wage and salary schedule, and approving Budget Amendment Number 26.025.](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

ADJOURNMENT