



MINUTES

REGULAR MEETING

CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

WEDNESDAY, APRIL 09, 2025
6:30 p.m.

In-person
Library Parks and Recreation Building
Council Chambers
901 Civic Campus Way, South San Francisco, CA

Virtual (Zoom) Teleconference Location:
Kona Kai San Diego Hotel, 1551 Shelter Island Drive, San Diego, CA
92106

CALL TO ORDER

Mayor Flores, via Zoom, called the meeting to order at 6:30 p.m.

ROLL CALL

Councilmember Coleman, present (In-person)
Councilmember Nicolas, present (In-person)
Councilmember Nagales, present (In-person)
Vice Mayor Addiego, present (In-person)
Mayor Flores, present (Zoom)

PLEDGE OF ALLEGIANCE

Max Hollenback, a senior at South San Francisco High School, led the pledge of allegiance.

AGENDA REVIEW

No changes.

LEVINE ACT DISCLOSURES (SB 1181)

Following an inquiry, there were no conflicts of interest stated by the members of the City Council.

ANNOUNCEMENTS FROM STAFF

- Library Director Sommer apprised the Council and the community of several events.
 - * “Searches” Book Talk and Q&A presented by VauhiniVara, Monday, April 14, 2025, at 6:30 p.m.at the Library Parks & Recreation Center.
 - * Oyster Point Dragon Boating presentation, Saturday, May 10, 2025, 1:00 p.m. at the Library Parks & Recreation Center.

- Parks and Recreation Director Mediati apprised the Council and the community of the following events.
 - * Dundee Park Playground Improvements Open House Meeting, Monday, April 14, 2025, from 5:30 p.m. –7:00 p.m. Dundee Park.
 - * Veterans Memorial Stakeholder Meeting, Thursday, April 24, 2025, from 6:00 p.m.–7:00 p.m. City Hall City Manager’s Conference Room, 400 Grand Avenue.
 - * Arbor Day Celebration, Saturday, April 26, 2025, from 9:00 a.m.-12:00 p.m. Sister Cities Park.

- Executive Assistant Patea apprised the Council and the community to join the Neighborhood Cleanup Day, Saturday, April 19, 2025, from 10:00 a.m. –1:00 p.m. at Gardiner Park.

City Manager Ranals presented an overview of the Youth in Government program. The Youth in Government students introduced themselves along with the staff or Councilmember they are working with. Max Hollenback, a senior at South San Francisco High School, Assistant City Manager Lee. Felipe Ruiz, a senior at South San Francisco High School, Director of Parks and Recreation Mediati. Alejandra Cumes, a junior at El Camino High School, DEI Officer Stenhouse, Laszlo Pohoczky, a senior at South San Francisco High School, Councilmember James Coleman.

PRESENTATIONS

1. Proclamation Recognizing National Library Week, April 6-12, 2025. (*Eddie Flores, Mayor*)

Councilmember Nagales presented the proclamation to the President of the Library Board, Hector Camacho, Vice President of the Board, Catherine Abalos, and Library Director Sommer. President Camacho accepted the proclamation and thanked the Council for their recognition.

2. Proclamation recognizing April as Volunteer Appreciation Month. (*Eddie Flores, Mayor*)

Councilmember Coleman presented the proclamation to Sylvia Mosqueda, Farhad and Laura Doctor. Laura Doctor thanked the Council for their recognition.

3. Proclamation recognizing April as Arab American Heritage Month. (*Eddie Flores, Mayor*)

Councilmember Nicolas presented the proclamation to Planning Commissioner, Sam Shihadeh. Commissioner Shihadeh thanked the Council for their recognition.

COUNCIL COMMENTS/REQUESTS

Councilmember Nagales apprised the Council and the community of events attended, highlighted the San Mateo County Asian American Pacific Islander Allegiance meeting. He thanked the following staff members for attending a walking audit for Westborough Boulevard: Associate Civil Engineer Wilson, Senior Civil Engineer Chou, Senior Civil Engineer Henriquez, Principal

Planner Wooley-Ousdahl, Principal Engineer Ruble, Public Works Director/City Engineer Kim, and Assistant City Manager Lee.

Vice Mayor Addiego apprised the Council and the community of a recent meeting he attended at the Bay Conservation Development Commission and events attended. He requested a report on the number of employees working from home and an update on the closure for Zarc Recycling.

Councilmember Coleman apprised the community of the events attended for Wildflour Café and Jugalchi supermarket. He congratulated Antigua Coffee Shop owners Victor and Montserrat on the launch of their second café.

Councilmember Nicolas apprised Council and the community of events attended, highlighted the All Souls Bazaar and the Elks Lodge Officer Installation Ceremony. She thanked Chief Samson and fire department staff for providing the community with a fire severity zone map. She thanked the Youth in Government, Mr. Cap, and all the teachers involved.

Mayor Flores apprised the Council and the community of recent meetings and events attended. He thanked the volunteers who attended the District 5 Community cleanup event. He thanked Public Works staff, Communications Manager Lau, and Assistant City Manager Lee for coordinating the event. He thanked Chief Samson and the fire department for the fireboat ceremony.

PUBLIC COMMENTS:

The following individuals addressed the City Council:

- Erick Colomer
- Maude Iggstrom
- Annie Lo
- Tom Carney

CONSENT CALENDAR

The Deputy City Clerk duly read the Consent Calendar, after which the Council voted and engaged in discussion of specific items as follows. Items No. 6, 8, and 10 were pulled by Vice Mayor Addiego for further discussion.

4. Motion to approve the Minutes of March 26, 2025, and April 1, 2025. (*Rosa Govea Acosta, City Clerk*)
5. Motion to cancel the Regular City Council meeting of April 23, 2025. (*Rosa Govea Acosta, City Clerk*)
6. Report regarding Resolution No. 36-2025 accepting a grant of \$20,000 from Cities for Financial Empowerment Fund to Develop a Financial Empowerment Center Plan, authorizing the City Manager to execute a Memorandum of Understanding, and approving Budget Amendment No. 25.048 (*Michael Guss, Economic Development Specialist and Alvina Condon, Management Analyst II*)

7. Report regarding Resolution No. 37-2025 authorizing an agreement between the San Mateo County Library and the South San Francisco Public Library to provide staffing for the Big Lift Inspiring Summers 2025 free summer program in South San Francisco and approving Budget Amendment Number 25.047 accepting up to \$18,000 in reimbursement funding. (*Valerie Sommer, Library Director*)
8. Report regarding Resolution No. 25-343 authorizing the City Manager to execute an agreement with the San Mateo County Office of Labor Standards Enforcement for enforcement of the City of South San Francisco's Minimum Wage Ordinance (*Rich Lee, Assistant City Manager*)
9. Report regarding Resolution No. 38-2025 approving the 2024 Military Equipment Annual Report for the South San Francisco Police Department in compliance with Assembly Bill 481. (*Adam Plank, Police Captain*)
10. Report regarding Resolution No. 39-2025 and No. 40-2025 authorizing the award of a contract to Hinderliter de Llamas & Associates for providing Business License, Commercial Parking, Transient Occupancy Tax, and Sales Tax Services and authorizing examination of Sales and Use Tax Records from the California Department of Tax and Fee Administration by City Staff and Hinderliter de Llamas & Associates (*Greg Henry, Financial Services Manager*)

Item No. 8: Vice Mayor Addiego inquired about the agreement with San Mateo County Office of Labor Standards. Assistant City Manager Lee responded to Vice Mayor Addiego's inquiries. Vice Mayor Addiego requested to have the contract further discussed with the city attorney. The item was tabled.

Motion – Councilmember Nicolas /Second – Vice Mayor Addiego: To approve Consent Calendar items 1, 2, 3, 4, 5, 6, 7, 9 and 10 by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, Mayor Flores, Councilmember Nicolas; NAYS: None; ABSENT: None; ABSTAIN: None. ABSTAIN: None

ADMINISTRATIVE BUSINESS

11. Report regarding Resolution No. 41-2025 to approve on-call consulting service agreements with thirty (30) selected consultants for on-call municipal engineering services in an amount not to exceed \$3,000,000 for each firm over a three-year term for the City of South San Francisco's Capital Improvement Program. (*Audriana Hossfeld, Senior Civil Engineer*)

Senior Civil Engineer Hossfeld presented the report. The Council engaged in questions and discussions. Senior Civil Engineer Hossfeld responded to council inquiries. Councilmember Coleman emphasized the importance of the firms contracted for work to follow employment practices enacted by the city. City Attorney Woodruff responded to the council's comments and inquiries.

Motion – Councilmember Coleman /Second – Councilmember Nagales: To approve Resolution No. 41-2025 to approve on-call consulting service agreements with thirty (30) selected consultants for on-call municipal engineering services in an amount not to exceed \$3,000,000 for each firm over a three-year term for the City of South San Francisco’s Capital Improvement Program. by roll call vote: AYES: Councilmember Coleman, Mayor Flores, Councilmember Nicolas, Councilmember Nagales, Vice Mayor Addiego; NAYS: None; ABSENT: None; ABSTAIN: None. ABSTAIN: None

12. Report regarding Resolution No. 42-2025 accepting the Single Audit report for Fiscal Year 2023-24 (*Karen Chang, Finance Director*)

Finance Director Chang introduced the report and Auditor Meyer. The Council engaged in discussion and received responses to their inquiries.

Motion – Councilmember Nagales /Councilmember Nicolas: To approve Resolution No. 42-2025 accepting the Single Audit Report for Fiscal Year 2023-2024 by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Mayor Flores, Councilmembers Nicolas and Coleman; NAYS: None; ABSENT: None; ABSTAIN: None. ABSTAIN: None.

13. Presentation regarding City Council Fiscal Year 2025-26 Action Plan (*Rich Lee, Assistant City Manager*)

Assistant City Manager Lee provided an overview of the presentation. The Council engaged in questions and discussions with responses provided by Assistant City Manager Lee. The council requested a presentation update from staff.

Councilmember Nagales recused himself from the meeting due to a Conflict of Interest at: 8:27 p.m.

14. Report regarding City of South San Francisco reimbursement to the County of San Mateo for the cost of installation of new fare gates at the South San Francisco BART Station (*Sharon Ranals, City Manager*)

City Manager Ranals presented the report. The Council engaged in questions and discussions with responses provided by City Manager Ranals. The council requested an update to the report with the MOU included.

Motion – Councilmember Coleman /Councilmember Nicolas: To approve the staff report with the request for an updated report with the MOU by roll call vote: AYES: Councilmember Nicolas, Vice Mayor Addiego, Councilmember Coleman, Mayor Flores; NAYS: None; ABSENT: Councilmember Nagales; ABSTAIN: None.

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

Mayor Flores noted he and Councilmember Nicolas both serve on the League of California Cities Policy Committee. There will be discussions with staff in connection with homelessness grant efforts.

Councilmember Nicolas shared discussions on artificial intelligence. She encouraged the city to be part of the Go AI coalition based in San Jose. She mentioned various bills regarding AI policies.

ADJOURNMENT

Being no further business, Mayor Flores adjourned the City Council meeting at 8:46 p.m.

Submitted by:

Approved by:

Sarah Harper
Deputy City Clerk

Eddie Flores
Mayor

Approved by the City Council: _____ / _____

NOTE: The Meeting Minutes represent actions taken during the meeting of the City Council. These action minutes are the City’s record of actions that took place at the meeting.

Complete Council member’s discussions of meeting items can be viewed in archived video/audio recordings on the City’s website at <https://www.ssf.net/Government/Video-Streaming-City-and-Council-Meetings/City-Council>

Pursuant to Government Code section 54957.5 all written public comments submitted to the City Council become public record and will be made available to the public. Public comments submitted via the eComment portal can be viewed in the City Clerk’s repository at <https://ci-ssf-ca.granicusideas.com/meetings?scope=past>