

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, February 25, 2026

6:30 PM

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

City Council

MARK ADDIEGO, Mayor (District 1)
MARK NAGALES, Vice Mayor (District 2)
BUENAFLORES NICOLAS, Councilmember (District 3)
JAMES COLEMAN, Councilmember (District 4)
EDDIE FLORES, Councilmember (District 5)
ROSA GOVEA ACOSTA, City Clerk
FRANK RISSO, City Treasurer
LAURA SNIDEMAN, 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/88928221854>
Webinar ID: 889 2822 1854 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 REVIEW

LEVINE 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 STAFF

PRESENTATIONS

1. [Presentation on the New Business Advocates supporting small businesses with location support. \(Ernesto Lucero, Economic Development Manager\)](#)

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.

2. [Motion to approve the Minutes from the meetings of January 28, 2026, and February 4, 2026. \(Office of the City Clerk\)](#)
3. [Motion to accept the construction improvements of the 2024 & 2025 Street Surface Seal Project \(st2402 and st2502\) as completed by American Asphalt Repair & Resurfacing Co., Inc., in accordance with plans and specifications, with a total construction cost of \\$3,509,846.72. \(Lawrence Henriquez, Senior Civil Engineer\)](#)
4. [Review and approve proposed revisions to the City Council Procedures and Protocols Handbook. \(Sky Woodruff, City Attorney and Rosa Govea Acosta, City Clerk\)](#)
- 4a. [Resolution approving amendments to the City of South San Francisco City Council Procedures and Protocols Handbook Resolution.](#)
5. [Report regarding a resolution approving Budget Amendment Number 26.057 appropriating \\$600,000 in permit fee revenue and \\$300,000 in professional services expenditures in the Fiscal Year 2025-26 Economic & Community Development Department operating budget. \(Erik Rietdorf, Chief Building Official\)](#)
- 5a. [Resolution approving Budget Amendment Number 26.057 appropriating \\$600,000 in permit fee revenue and \\$300,000 in professional services expenditures in the Fiscal Year 2025-26 Economic & Community Development Department operating budget.](#)

6. Report regarding a resolution authorizing the acceptance of donations from various community partners totaling \$2,500 for Fiscal Year 2025-26, as well as in-kind donations of supplies and volunteer support for Parks and Recreation Department programs and events. (Angela Duldulao, Deputy Director, Parks and Recreation Department)
- 6a. Resolution authorizing the acceptance of donations from various community partners totaling \$2,500 for Fiscal Year 2025-26, as well as in-kind donations of supplies and volunteer support for Parks and Recreation Department programs and events.
7. Report regarding approving the summary vacation of a Public Utility Easement on 972 El Camino Real (APN 014-011-320) and on 932 El Camino Real (APN 014-011-330) to allow for development of said properties. (Matthew Ruble, Principal Engineer)
- 7a. Resolution approving the summary vacation of a Public Utility Easement on 972 El Camino Real (APN 014-011-320) and on 932 El Camino Real (APN 014-011-330) to allow for development of the properties.
8. Report regarding a resolution approving a consulting services agreement for Construction Management Services with 4LEAF, Inc of Pleasanton, California for the Orange Memorial Park Main Playground Replacement Project (Project No. pk2301) in an amount not to exceed \$761,845. (Philip Vitale, Deputy Director of Capital Projects)
- 8a. Resolution approving a consulting services agreement with 4LEAF, Inc. of Pleasanton, California for the Orange Memorial Park Main Playground Replacement Project (Project No. pk2301) in an amount not to exceed \$761,845, authorizing the City Manager to execute the agreement, and authorizing a total budget of \$838,030
9. Report regarding a resolution authorizing the City Manager to execute a Second Amendment to the Consulting Services Agreement with Swinerton Management and Consulting of San Francisco, California for construction management of the Orange Memorial Park Aquatic Center project (pk2310) in an amount not to exceed \$251,424 and extend the contract period end date to December 31, 2027. (Philip Vitale, Deputy Director of Capital Projects)
- 9a. Resolution amending an existing consulting services agreement with Swinerton Management and Consulting for construction management services of the Orange Memorial Park Aquatic Center project in an amount not to exceed \$251,424.

10. [Report regarding a resolution authorizing the acceptance of \\$6,092.70 in grant funding from the California Water Service Firefighter Grant Program to purchase an advanced fire department training mannequin, and approve Budget Amendment Number 26.056 amending the Fire Department's Fiscal Year 2025-26 Operating Budget. \(Devin Flannery, Deputy Fire Chief\)](#)
- 10a. [A resolution authorizing the acceptance of \\$6,092.70 in grant funding from the California Water Service Firefighter Grant Program to purchase an advanced fire department training mannequin, and approve Budget Amendment Number 26.056 amending the Fire Department's Fiscal Year 2025-26 Operating Budget. \(Devin Flannery, Deputy Fire Chief\)](#)
11. [Report regarding a resolution authorizing the acceptance of \\$7,500 from the California State Library to support Project Read through the Adult Literacy Services and Family Literacy Services programs and amending the Library Department's Fiscal Year 2025-26 Operating Budget and approving Budget Amendment Number 26.057. \(Valerie Sommer, Library Director\)](#)
- 11a. [Resolution authorizing the acceptance of \\$7,500 from the California State Library to support Project Read through the Adult Literacy Services and Family Literacy Services programs and amending the Library Department's Fiscal Year 2025-26 Operating Budget and approving Budget Amendment Number 26.057.](#)

PUBLIC HEARING

12. [Report regarding holding a Public Hearing for a Community Needs Assessment for the HUD Community Development Block Grant Program Year 2026-2027 Annual Action Plan \(Alvina Condon, Management Analyst II\)](#)

ADMINISTRATIVE BUSINESS

13. [Report regarding a resolution approving the Lease and Concessionaire Agreement between the City of South San Francisco and Mata MV Corporation \(d.b.a. Morning Vibes Café\) to operate a café at the Library | Parks and Recreation Center. \(Han-Ching Wong, Management Analyst II\)](#)
- 13a. [Resolution approving the Lease and Concessionaire Agreement for Use of Space in the Library | Parks and Recreation Center between the City of South San Francisco and Mata MV Corporation \(d.b.a. Morning Vibes Café\).](#)
14. [Report regarding the planning and design for dedicated pickleball courts to be constructed at Orange Memorial Park. \(Greg Mediati, Director of Parks and Recreation\)](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

15. [Council discussion regarding San Mateo County City Selection Committee vacant position on HEART and alternate for voting on February 27, 2026. \(Mark Addiego, Mayor\)](#)

CLOSED SESSION

16. [Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to Government Code Section 54956.9\(d\)\(2\): One potential case.](#)

ADJOURNMENT