

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, January 8, 2025

6:30 PM

**Teleconference Location: The Godfrey Hotel Boston,
505 Washington St. Boston, MA 02111**

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

City Council

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 REVIEW

LEVINE ACT DISCLOSURES (SB 1181)

If you have donated \$250 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 \$250 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 \$250 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 \$250 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 from the Boys & Girls Clubs of the Peninsula on their 2024 Report to Stakeholders \(Jenny Obiaya, Chief Executive Officer\)](#)
2. [Presentation from HIP Housing and Certificate honoring Aeva Donze, a South San Francisco Unified School District student, for calendar art entry. \(Mayor Eddie Flores\)](#)

3. [Presentation on new Police Department Drone Program. \(Chris Devan, Police Lieutenant\)](#)

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.

4. [Motion to approve the Minutes of December 10, 2024 and December 11, 2024 \(Rosa Govea Acosta, City Clerk\)](#).
5. [Report regarding resolutions authorizing the City Manager to execute a primary grant agreement with the San Mateo County Transportation Authority for future Measures A and W Funding and Supporting the Safe Routes to School 2025 Project and approving project number st2507; accepting \\$4,897,000 in Grant Funding under the 2024 Pedestrian and Bicycle Program Cycle 7; approving Local Match Funds of \\$500,000; and approving associated Budget Amendment Number 25.032. \(Amanda Parker, Management Analyst I/John Wilson, Associate Engineer\)](#)
- 5a. [Resolution authorizing the City Manager to execute a primary grant agreement with the San Mateo County Transportation Authority for future Measures A and W funding](#)
- 5b. [Resolution supporting the Safe Routes to School 2025 project and approving project number st2507; accepting a San Mateo County Transportation Authority \(TA\) grant in the amount of \\$4,897,000 under the 2024 Pedestrian And Bicycle Program Cycle 7; approving local match funds of \\$500,000; approving associated Budget Amendment Number 25.032; and authorizing the City Manager to execute agreements.](#)

6. [Staff report regarding adoption of a resolution approving the updated California Governor's Office of Emergency Services Form 130 in order to accurately reflect the City of South San Francisco's designated agents who are authorized to pursue state financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and the California Disaster Assistance Act. \(Karen Chang, Director of Finance\)](#)
- 6a. [Resolution approving the updated California Governor's Office of Emergency Services Form 130 in order to accurately reflect the City of South San Francisco's designated agents who are authorized to pursue state financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and the California Disaster Assistance Act.](#)
7. [Report regarding a resolution accepting a \\$10,000 grant from Genentech towards the 2025 South San Francisco Lunar New Year Night Market, and approving Budget Amendment Number 25.034 appropriating the funds. \(Ernesto Lucero, Economic Development Manager\)](#)
- 7a. [Resolution accepting a \\$10,000 grant from Genentech towards the 2025 South San Francisco Lunar New Year Night Market, and approving Budget Amendment Number 24.034 appropriating the funds.](#)
8. [Report regarding adoption of a resolution approving the Second Amendment to the Lease Agreement for use of the Economic Advancement Center located at 366 Grand Avenue in South San Francisco to extend the Lease until August 31, 2025. \(Ernesto Lucero, Economic Development Manager\).](#)
- 8a. [Resolution authorizing the City Manager to execute the Second Amendment to the lease agreement for use of the Economic Advancement Center located at 366 Grand Avenue in South San Francisco to extend the Lease until August 31, 2025.](#)
9. [Report regarding a resolution authorizing the acceptance of \\$2,601.54 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 March 4, 2025, Special Election and amending the Library Department's Fiscal Year 2024-25 Operating Budget via Budget Amendment Number 25.033. \(Valerie Sommer, Library Director\)](#)
- 9a. [Resolution authorizing the acceptance of \\$2,601.54 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 March 4, 2025 Special Election and amending the Library Department's Fiscal Year 2024-25 Operating Budget via Budget Amendment Number 25.033. \(Valerie Sommer, Library Director\)](#)

10. [Report regarding a resolution authorizing the acceptance of a donation of 210 meals to the City of South San Francisco, prepared by Foundry & Lux on behalf of the tenants of The Cove at Oyster Point, a property of Healthpeak Life Science, Inc., to acknowledge public safety staff during the holiday season. \(Christina Fernandez, Deputy City Manager\)](#)
- 10a. [Resolution authorizing the acceptance of a donation of 210 meals to the City of South San Francisco, prepared by Foundry & Lux on behalf of the tenants of The Cove at Oyster Point, a property of Healthpeak Life Science, Inc., to acknowledge public safety staff during the holiday season.](#)

ADMINISTRATIVE BUSINESS

11. [Report regarding a Study Session on a proposed business improvement district in South San Francisco. \(Ernesto Lucero, Economic Development Manager\)](#)
12. [Report regarding a resolution authorizing the City Manager to execute a two-year professional services agreement with Flock Safety for the installation of 12 new automated license plate recognition cameras and service of forty automated license plate recognition cameras in an amount not to exceed \\$241,800 \(Scott Campbell, Chief of Police\)](#)
- 12a. [Resolution approving a two-year professional services agreement with Flock Safety for the installation of 12 new automated license plate recognition cameras and service of 40 automated license plate recognition cameras in an amount not to exceed \\$241,800 and authorizing the City Manager to execute the agreement.](#)
13. [Report regarding the award of a Consulting Services Agreement to Biggs Cardosa Associates, Inc. for the Grand Avenue Bridges Project. \(Lawrence Henriquez, Senior Civil Engineer\)](#)
- 13a. [Resolution awarding a Consulting Services Agreement to Biggs Cardosa Associates, Inc. of San Jose, California for preliminary engineering, environmental, and design services \(Plans, Specifications, and Estimate \(PS&E\)\) for the Grand Avenue Bridges Project \(st1804\) in an amount not to exceed \\$701,254.00; and approve Budget Amendment Number 25.030 to remove \\$148,000 in Citywide Traffic Impact Fees from the project budget; and authorize the City Manager to execute the Consulting Services Agreement..](#)
14. [Report regarding an ordinance establishing a permit process for single room occupancy hotel closures, redevelopments, or changes of use including noticing and relocation benefits for residents. \(Pierce Abrahamson, Management Analyst II\)](#)

- 14a. [Urgency Ordinance amending the South San Francisco Municipal Code to add Chapter 8.90 \(Single Room Occupancy Hotel Conversion\) to Title 8 to define and expand relocation benefits for tenants of single room occupancy \(SRO\) hotels and formalize a local approval process for SRO hotel closures, and mandate additional noticing before a building with SRO units is closed and or converted.](#)
- 14b. [Ordinance amending the South San Francisco Municipal Code to add Chapter 8.90 \(Single Room Occupancy Hotel Conversion\) to Title 8 to define and expand relocation benefits for tenants of single room occupancy \(SRO\) hotels and formalize a local approval process for SRO hotel closures, and mandate additional noticing before a building with SRO units is closed and or converted.](#)
15. [Report regarding the adoption of urgency and standard ordinances establishing a permit process for mobile home park closures, redevelopments, or changes of use, including noticing and relocation benefits. \(Pierce Abrahamson, Management Analyst II\)](#)
- 15a. [Urgency Ordinance amending the South San Francisco Municipal Code to add Chapter 8.80 \(Mobile Home Park Conversion\) to Title 8 to define and expand relocation benefits for tenants of mobile home parks and formalize a local approval process for mobile home park closure, and mandate additional noticing before a park is closed and or converted.](#)
- 15b. [Ordinance amending the South San Francisco Municipal Code to add Chapter 8.80 \(Mobile Home Park Conversion\) to Title 8 to define and expand relocation benefits for tenants of mobile home parks and formalize a local approval process for mobile home park closure, and mandate additional noticing before a park is closed and or converted.](#)
16. [Report regarding an ordinance amending Chapter 8.78 \(“Mooring Regulations”\) of the South San Francisco Municipal Code \(Rich Lee, Assistant City Manager; Sky Woodruff, City Attorney\)](#)
- 16a. [Ordinance amending Chapter 8.78 \(“Mooring Regulations”\) of the South San Francisco Municipal Code to provide regulations for mooring in the City’s navigable waterways.](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

CLOSED SESSION

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

18. [Public Employee Performance Evaluation](#)
[\(Pursuant to Government Code Section 54957\)](#)
[Title: City Manager](#)

ADJOURNMENT