

# City of South San Francisco

P.O. Box 711  
South San Francisco, CA



## Regular Meeting Agenda

**Wednesday, July 9, 2025**

**6:30 PM**

**Teleconference Location:**

**Hyatt Regency 151 E Wacker Dr. Chicago, IL 60601**

**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](mailto: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](mailto: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. [Certificate of Recognition honoring Rachelle McCann Henley as the recipient of the 2025 Peninsula Sports Hall of Fame. \(Eddie Flores, Mayor\)](#)
2. [Proclamation recognizing July as Parks and Recreation Month. \(Eddie Flores, Mayor\)](#)

3. [Presentation on Medical Equipment Loan Program \(MELP\) & Able Closet by Norm Torello and Cynthia Silva](#)
4. [Presentation update on the 2025 Every Kid Deserves a Bike program. \(Devin Stenhouse, DEI Officer\)](#)

#### 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 for the meeting of June 25, 2025. \(Rosa Govea Acosta, City Clerk\)](#)
6. [Motion to accept the construction improvements of the Karyl Matsumoto Plaza Project \(st1603\) as complete in accordance with plans and specifications \(total construction cost \\$742,171.60\). \(Philip Vitale, Deputy Director of Capital Projects\)](#)
7. [Report regarding a resolution adopting the Centennial Way Trail Master Plan - Revised January 2025 \(Philip Vitale, Deputy Director of Capital Projects\)](#)
- 7a. [Resolution adopting the Centennial Way Trail Master Plan - Revised January 2025 for the City of South San Francisco.](#)

8. [Report regarding a resolution authorizing the acceptance of \\$127,000 in grant funding from the County of San Mateo for the Big Lift Little Steps Preschool at the Gene Mullin Community Learning Center and amending the Parks and Recreation Department's Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.006. \(Angela Duldulao, Deputy Director of Parks and Recreation\)](#)
- 8a. [Resolution authorizing the acceptance of \\$127,000 in grant funding from the County of San Mateo for the Big Lift Little Steps Preschool at the Gene Mullin Community Learning Center and amending the Parks and Recreation Department's Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.006.](#)
9. [Report regarding a resolution authorizing the City Manager to enter into a services agreement with the South San Francisco Unified School District in an amount not to exceed \\$1,110,480 for the Parks and Recreation Department to operate an extended learning program for students enrolled in the South San Francisco Unified School District's Expanded Learning Opportunities Program for the 2025-2026 school year and amending the Parks and Recreation Department's Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.008. \(Angela Duldulao, Deputy Director of Parks and Recreation\)](#)
- 9a. [Resolution authorizing the City Manager to enter into a services agreement with the South San Francisco Unified School District in an amount not to exceed \\$1,110,480 for the Parks and Recreation Department to operate an extended learning program for students enrolled in the South San Francisco Unified School District's Expanded Learning Opportunities Program for the 2025-2026 school year and amending the Parks and Recreation Department's Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.008.](#)
10. [Report regarding a resolution approving the acceptance of grant funds from the Kaiser Permanente Northern California Community Health Grant in the amount of \\$25,000 and amending the Parks and Recreation Department Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.005. \(Angela Duldulao, Parks and Recreation Deputy Director\)](#)
- 10a. [Resolution approving the acceptance of grant funds from the Kaiser Permanente Northern California Community Health Grant in the amount of \\$25,000 and amending the Parks and Recreation Department Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.005.](#)
11. [Report regarding a resolution authorizing the acceptance of \\$59,780 from the California State Library to support Project Read through the Adult Literacy Services program as projected in the Library Department's fiscal year 2025-26 revenue estimate \(Valerie Sommer, Library Director\)](#)

- 11a. [Resolution authorizing the acceptance of \\$59,780 from the California State Library to support Project Read through the Adult Literacy Services program as projected in the Library Department's Fiscal Year 2025-26 revenue estimate.](#)
- 12. [Report regarding a resolution authorizing the acceptance of \\$40,000 from the California State Library to support Project Read through the Family Literacy Services \(FLS\) program and amending the Library Department's fiscal year 2025-26 Operating Budget and approving Budget Amendment Number 26.007 \(Valerie Sommer, Library Director\)](#)
- 12a. [Resolution authorizing the acceptance of \\$40,000 from the California State Library to support Project Read through the Family Literacy Services \(FLS\) program, amending the Library Department's fiscal year 2025-26 Operating Budget and approving Budget Amendment Number 26.007.](#)
- 13. [Report regarding a resolution accepting \\$273,890.11 from the California Highway Patrol in grant funding made available through the Cannabis Tax Fund Grant Program to be used for personnel overtime and equipment expenses and amend the Police Department Fiscal Year 2025-26 Operating Budget pursuant to Budget Amendment Number 26.009. \(Anthony Pinell, Police Captain\)](#)
- 13a. [Resolution accepting \\$273,890.11 from the California Highway Patrol in grant funding made available through the Cannabis Tax Fund Grant Program to be used for personnel overtime and equipment expenses and to amend the Police Department's Operating Budget for Fiscal Year 2025-26 by approving Budget Amendment Number 26.009.](#)
- 14. [Report regarding a second reading and adoption of an Ordinance amending the South San Francisco Zoning Map to include additional properties within the Genentech Master Plan District. \(Billy Gross, Principal Planner\)](#)
- 14a. [Ordinance amending the South San Francisco Zoning Map to include additional properties within the Genentech Master Plan District.](#)
- 15. [Report regarding a resolution to authorize a professional services agreement with EIDIM Group, Inc., for the installation and commissioning of a new LED video wall at the Emergency Operations Center in the amount not to exceed \\$227,830; authorize the expenditure of Public, Educational, and Government funds for the purchase including a 10% contingency of \\$22,783 for a total of \\$250,613; and authorize the City Manager to execute the agreement \(Tony Barrera, Information Technology Director\).](#)

- 15a. Resolution authorizing a professional services agreement with EIDIM Group, Inc., for the installation and commissioning of a new LED video wall at the Emergency Operations Center in the amount not to exceed \$227,830; authorize the expenditure of Public, Educational, and Government funds for the purchase including a 10% contingency of \$22,783 for a total of \$250,613; and authorize the City Manager to execute the agreement
  
- 16. Report regarding a resolution approving a Professional Services Agreement with Plante Moran, PLLC for Project and Change Management services for the City's Enterprise Resources Planning (ERP) project in the amount not to exceed \$298,620, plus a 10% contingency of \$29,862, for a total cost of \$328,482, and authorize the City Manager to execute the agreement. (Tony Barrera, Director of Information Technology)
  
- 16a. Resolution approving a Professional Services Agreement with Plante Moran, PLLC for Project and Change Management services for the City's Enterprise Resources Planning (ERP) project in the amount not to exceed \$298,620, plus a 10% contingency of \$29,862, and authorize the City Manager to execute the agreement.
  
- 17. Report regarding a resolution authorizing the City Manager to enter into a short-term lease agreement with the Boys and Girls Club of the Peninsula for the former Main Library space at 840 West Orange Avenue. (Sharon Ranals, City Manager)
  
- 17a. Resolution authorizing the City Manager to enter into a short-term lease agreement with the Boys and Girls Club of the Peninsula for the former Main Library space at 840 West Orange Avenue.
  
- 18. Report regarding a resolution approving the renewal of a Consulting Services Agreement with Townsend Public Affairs for grant writing services on various capital improvements, development, and social service projects for a one-year term in an amount not to exceed \$60,000. (Rich Lee, Assistant City Manager)
  
- 18a. Resolution approving the renewal of a Consulting Services Agreement with Townsend Public Affairs for grant writing services on various capital improvements, development, and social service projects for a one-year term in an amount not to exceed \$60,000
  
- 19. Report regarding a resolution approving a second amendment to the employment agreement between the City of South San Francisco and Rosa Govea Acosta for service as City Clerk. (Sky Woodruff, City Attorney and Leah Lockhart, Human Resources Director)
  
- 19a. Resolution approving a second amendment to the amended and restated employment agreement between the City of South San Francisco and Rosa Govea Acosta for service as City Clerk.

PUBLIC HEARING

20. [Report regarding a proposed amendment to Title 20 \(Zoning\) of the South San Francisco Municipal Code regarding provisions regulating tobacco use to make minor revisions, corrections, and clarifications to ensure consistency throughout the Municipal Code, to remove “Hookah Bar/Smoking Lounge” from the Commercial Use Classifications under Section 20.620.040, and determining that the proposed Zoning amendments are exempt from CEQA. \(Adena Friedman, Chief Planner; Billy Gross, Principal Planner; Kimia Mahallati, Assistant City Attorney\)](#)

ADMINISTRATIVE BUSINESS

21. [Fiscal Year 2025-26 Action Plan Update \(Rich Lee, Assistant City Manager\)](#)
22. [Report regarding a resolution approving a ten-year professional services agreement with Iron Brick Associates LLC, in an amount not to exceed \\$7,726,991 plus contingency funding of 15% of the first year’s costs in the amount of \\$519,174, for implementation services and software subscriptions for the Workday and Teller platforms to replace the City’s existing Enterprise Resource Planning \(ERP\) system and authorizing the City Manager to execute the agreement. \(Tony Barrera, Director of Information Technology\)](#)
- 22a. [Resolution approving a ten-year professional services agreement with Iron Brick Associates LLC, in an amount not to exceed \\$7,726,991 plus contingency funding of 15% of the first year’s costs in the amount of \\$519,174, for implementation services and software subscriptions for the Workday and Teller platforms to replace the City’s existing Enterprise Resource Planning \(ERP\) system and authorizing the City Manager to execute the agreement.](#)
23. [Report regarding a resolution authorizing the City Manager to execute an agreement with Axon Enterprises, Inc., for the purchase of additional Unmanned Aircraft Systems with Drone as a First Responder technology in conjunction with Axon Air for a five-year contract in an amount not to exceed \\$800,000 of which \\$617,416 will be from the Public Safety Impact Fees and \\$182,584 will be from the Police Department’s Operating Budget and approving Budget Amendment Number 26.004. \(Chris Devan, Police Lieutenant\)](#)



- 23a. [Resolution authorizing the City Manager to execute an agreement with Axon Enterprises, Inc., for the purchase of additional Unmanned Aircraft Systems with Drone as a First Responder technology in conjunction with Axon Air for a five-year contract in an amount not to exceed \\$800,000 of which \\$617,416 will be from Public Safety Impact Fees and \\$182,584 will be from the Police Department's Operating Budget and approving Budget Amendment Number 26.044.](#)
24. [Report regarding a resolution approving the status of the Memorandum of Understanding, Version 16 for the 2025-26 School Year, between the City of South San Francisco and the South San Francisco Unified School District regarding the School Liaison Office program and to receive an annual report on the status of the Memorandum of Understanding. \(Scott Campbell, Chief of Police\)](#)
- 24a. [Resolution authorizing the City Manager to execute an update of the Memorandum of Understanding \(MOU\), Version 16 for the 2025-2026 School Year between the City of South San Francisco regarding the School Liaison Office program and the South San Francisco Unified School District.](#)
25. [Report regarding a resolution amending the City of South San Francisco Salary Schedule for the Executive Management Unit for fiscal year 2024-25. \(Leah Lockhart, Human Resources Director\)](#)
- 25a. [Resolution amending the City of South San Francisco salary schedule for Executive Management unit for fiscal year 2024-25](#)

#### ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

#### CLOSED SESSION

26. [Conference with Legal Counsel - Existing Litigation](#)  
[\(Pursuant to Government Code Section 54956.9\(d\)\(1\)\)](#)  
[Name of case: Robert Reinoso vs. City of South San Francisco \(Worker's Compensation Appeals Board Case No. ADJ18157193\)](#)  
[\(Sky Woodruff, City Attorney, Lauren Zalona, RTGR Law, and Leah Lockhart, Human Resources Director\)](#)
27. [Conference with Labor Negotiators \(Pursuant to Government Code Section 54957.6\)](#)  
[Agency designated representatives: Sharon Ranals, City Manager, Rich Lee, Assistant City Manager, Leah Lockhart, Human Resources Director](#)  
[Unrepresented Groups: Executive Management, Public Safety Managers](#)

#### ADJOURNMENT