



# **MINUTES** **REGULAR MEETING**

CITY COUNCIL  
CITY OF SOUTH SAN FRANCISCO

WEDNESDAY, JANUARY 08, 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: The Godfrey Hotel Boston**  
**505 Washington St. Boston, MA 02111**

## **CALL TO ORDER**

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

## **ROLL CALL**

Councilmember Coleman, present (In-person)  
Councilmember Nagales, present (Zoom - *Utilizing Cause AB 2449*)  
Councilmember Nicolas, present (Zoom)  
Vice Mayor Addiego, present (In-person)  
Mayor Flores, present (In-person)

## **REMOTE PARTICIPATION UNDER AB 2449:**

AB 2449 provides that a member may not participate in meetings solely by teleconference for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year due to "just cause" or "emergency circumstances."

Members participating through remote teleconferencing must use both audio and visual technology. Members must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and the general nature of the member's relationship with the individual.

Councilmember Nagales informed members of the City Council he would be attending the meeting remotely under AB 2449 due to an emergency that prevented him from attending the meeting in person. Councilmember Nagales stated no individuals 18 or older were in attendance.

## **PLEDGE OF ALLEGIANCE**

City Attorney Woodruff led the pledge.

## **AGENDA REVIEW**

No changes.

## **LEVINE ACT DISCLOSURES (SB 1181)**

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

**In remembrance of former U.S. President James Earl “Jimmy” Carter Jr.'s passing, Mayor Flores requested a moment of silence to honor his extraordinary legacy of service to our nation and the world.**

## **ANNOUNCEMENTS FROM STAFF**

- Library Director Sommer apprised the Council and the community of several Lunar New Year celebrations.
  - \* The Lion Dance Me & Storytime event on Saturday, January 25, 2025, at 10:30 a.m. at the Library | Parks & Recreation Center
  - \* Storytime Year of the Snake with Author Oliver Chin on Saturday, January 18, 2025, at 10:30 a.m. at the Library | Parks & Recreation Center.
- Police Chief Campbell apprised the Council and the community of the implementation of Assembly Bill 413 – Day Lighting Law effective January 1, 2025.
- Economic Development Manager Lucero invited the Council and the community to join the Lunar New Year Night Market on Friday, February 7, 2025, from 4:00 p.m. – 9:00 p.m. in the Grand Avenue Breezeway next to the Economic Advancement Center.
- Deputy City Manager Fernandez apprised the Council and the community of the minimum wage rate increase to \$17.70 effective January 1, 2025. The City of South San Francisco enacted a Polystyrene Foam Food Ordinance ban effective January 1, 2025, to reduce polystyrene foam waste in waterways.
- Human Resources Director Lockhart recognized employees for 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years of service. Mayor Flores congratulated City Manager Sharon Ranals for 40 years of service and presented a gift in recognition.

## **PRESENTATIONS**

1. Presentation from the Boys & Girls Clubs of the Peninsula on their 2024 Report to Stakeholders (Jenny Obiaya, Chief Executive Officer)

Chief Executive Officer Obiaya apprised the Council and community of the Boys & Girls Club of the Peninsula's work.

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)

Alan Underwood provided an overview of the HIP Housing program and introduced South San Francisco Unified School District Aeva Donze. Mayor Flores presented Aeva with a Certificate of Recognition and a pin for her calendar art entry.

3. Presentation on the new Police Department Drone Program. (Chris Devan, Police Lieutenant)

Police Lieutenant Devan and Fire Emergency Services Captain Anderson apprised the Council and community of the Drone Program. The Council engaged in questions and discussions and thanked staff for their hard work.

### **COUNCIL COMMENTS/REQUESTS**

Councilmember Nicolas apprised the community of the events attended and noted her remote attendance was due to a work trip. She thanked the volunteers and staff who made the Christmas Toy and Food distribution possible. She requested that the meeting be adjourned in memory of Robbie Huerta, Jessica Caragan Delgiacco, Imelda Santos, Leoncia Fernandez Soriano, Virgilio Orlina Jr., Danny Hernaez, John Prouty, and Ed Canlas.

Councilmember Nagales thanked staff for their efforts with the Holiday Decoration program. He requested that the meeting be adjourned in memory of community member John Prouty, MTC Commissioner, and former Commission Chair John Rubin.

Councilmember Coleman apprised the community of events attended throughout the holidays.

Vice Mayor Addiego requested to adjourn in memory of South San Francisco residents Margaret A. Burkhardt (Auntie Dolly) and Gloria Galeotti, John Prouty, John Rubin, former Board Member for the Jefferson Elementary School District Marie Estelle Brizuela, and Michael Valencia of San Bruno, CA.

Mayor Flores apprised the community of events attended throughout the holidays. He invited the community to join Cafecito con Mayor Eddie with special guest, City Manager Sharon Ranals, on Saturday, January 18, 2025, at 10 a.m. at Antigua Coffee on Grand Avenue. He recognized former Board Member of the Jefferson Elementary School District, Marie Estelle Brizuela, for her dedication to public service.

### **PUBLIC COMMENTS:**

*The following individuals addressed the City Council:*

- Cynthia Marcopulos
- Denni Harp

### **CONSENT CALENDAR**

*The City Clerk duly read the Consent Calendar, after which the Council voted.*

4. Motion to approve the Minutes of December 10, 2024, and December 11, 2024 (Rosa Govea Acosta, City Clerk).
5. Report regarding Resolution No. 1-2025 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 Resolution No. 2-2025 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)

6. Report regarding Resolution No. 3-2025 approving the updated California Governor's Office of Emergency Services Form 130 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)
7. Report regarding Resolution No. 4-2025 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)
8. Report regarding Resolution No. 5-2025 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).
9. Report regarding Resolution No. 6-2025 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 Resolution No. 7-2025 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)

**Motion** – Councilmember Coleman /Second – Vice Mayor Addiego: To approve Consent Calendar items 4-10 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

### **ADMINISTRATIVE BUSINESS**

11. Report regarding a Study Session on a proposed business improvement district in South San Francisco. (Ernesto Lucero, Economic Development Manager)

Economic Development Manager Lucero presented the report and introduced Nathan Ush with Community Strong Strategies and Kirstin Lowell, who provided an overview of the plan. The Council engaged in questions and discussions.

12. Report regarding Resolution No. 8-2025 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 40 automated license plate recognition cameras in an amount not to exceed \$241,800 (Scott Campbell, Chief of Police)

Police Chief Campbell presented the report. The Council engaged in questions and discussions.

**Motion** – Councilmember Nicolas/ Councilmember Nagales: To approve Resolution No. 8-2025 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 40 automated license plate recognition cameras in an amount not to exceed \$241,800 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

13. Report regarding Resolution No. 9-2025 awarding a Consulting Services Agreement to Biggs Cardosa Associates, Inc. for the Grand Avenue Bridges Project. (Lawrence Henriquez, Senior Civil Engineer)

Senior Civil Engineer Henriquez presented the report. Vice Mayor Addiego thanked staff for their hard work in completing the project.

**Motion** – Councilmember Nagales/ Vice Mayor Addiego: To approve Resolution No. 9-2025 awarding a Consulting Services Agreement to Biggs Cardosa Associates, Inc. for the Grand Avenue Bridges Project by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

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)

Economic and Community Development Director Selander introduced Management Analyst Abrahamson, who presented the report. Councilmember Nagales received responses to his inquiries from staff and City Attorney Woodruff.

- 14a. Urgency Ordinance No. 1665-2025 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.

**Motion** – Vice Mayor Addiego/ Councilmember Coleman: To approve Urgency Ordinance No. 1665-2025 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 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

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.

**Motion** – Councilmember Nicolas / Councilmember Nagales: To introduce, on first reading, an 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 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

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)

Economic and Community Development Director Selander introduced Management Analyst Abrahamson, who presented the report. Councilmember Nagales received responses to his inquiries from Economic and Community Development Director Selander.

15a. Urgency Ordinance No. 1666-2025 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.

**Motion** – Councilmember Coleman/Vice Mayor Addiego: To approve Urgency Ordinance No. 1666-2025 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 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

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.

**Motion** – Councilmember Nagales/ Councilmember Nicolas: To introduce, on first reading, an 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 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*

NAYS: None

ABSENT: None

ABSTAIN: None

16. 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.

Assistant City Manager Lee presented the report. City Attorney Woodruff and Assistant City Manager Lee responded to Vice Mayor Addiego and Councilmember Nicolas’s inquiries.

**Motion** – Vice Mayor Addiego / Councilmember Nicolas: To introduce, on first reading, an 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 by roll call vote:

AYES: Councilmembers Coleman, Nicolas, Vice Mayor Addiego, Mayor Flores, and Councilmember Nagales. *Councilmember Nagales stated no individuals 18 years of age or older were in attendance.*  
NAYS: None  
ABSENT: None  
ABSTAIN: None

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

Mayor Flores apprised the Council that the 2025 City Council Committee assignments have been distributed to the Council.

**CLOSED SESSION**

*Entered into Closed Session: 9:25 p.m.*

- 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

*Resumed from Closed Session: 11:01 p.m.*

Report out of Closed Session by Mayor Flores: Direction given—no reportable action.

**ADJOURNMENT**

Being no further business, Mayor Coleman adjourned the City Council meeting at 11:02 p.m.

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**Adjourned in Memory of**

Robbie Huerta, Jessica Caragan Delgiacco, Imelda Santos, Leoncia Fernandez Soriano, Virgilio Orlina Jr., Danny Hernaez, John Prouty, Ed Canlas, John Rubin, Margaret A. Burkhardt, Gloria Galeotti, Marie Estelle Brizuela, and Michael Valencia.

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Submitted by:

Approved by:

\_\_\_\_\_  
Rosa Govea Acosta, MPA, MMC, CPMC  
City Clerk

\_\_\_\_\_  
Eddie Flores  
Mayor

Approved by the City Council: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



*NOTE: The Meeting Minutes represent the actions taken during the City Council meeting. Pursuant to Government Code section 54957.5, all written public comments submitted to the City Council become public records and will be made available to the public.*

*Complete Council members' discussions of meeting items can be viewed in archived video/audio recordings on the City's website at <https://www.ssf.net>.*