



MINUTES

REGULAR MEETING

**CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO**

**WEDNESDAY, JULY 09, 2025
6:30 p.m.**

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

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

CALL TO ORDER

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

ROLL CALL

Councilmember Coleman, present (via Zoom)
Councilmember Nicolas, absent
Councilmember Nagales, present
Vice Mayor Addiego, present
Mayor Flores, present

PLEDGE OF ALLEGIANCE

City Manager Intern Lorena Mejia led the pledge.

AGENDA REVIEW

No changes.

LEVINE ACT DISCLOSURES (SB 1181)

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

ANNOUNCEMENTS FROM STAFF

Parks and Recreation Director Mediati invited the community to attend Field Day + Movie Night in the Park event on Friday, July 18, 2025, 6:00 p.m. at Orange Memorial Park.

Fire Chief Samson invited the community to attend the Touch a Truck event on Saturday, July 19, 2025, 10:00 a.m. at Fire Station 61 and encouraged participation in their Diaper Donation Program.

City Manager Intern Mejia apprised the community of the following events:

- National Night Out Citywide Events on August 5, 2025.
- Childcare Town Hall Meeting with Jackie Speier, August 14, 2025, at the LPR Building
- 2025 Citizens' Academy, Application to open soon.

PRESENTATIONS

1. Certificate of Recognition honoring Rachelle McCann Henley as the recipient of the 2025 Peninsula Sports Hall of Fame. (Eddie Flores, Mayor)

Mayor Flores read the certificate of recognition into the record and presented it to Rachelle McCann Henley. Rachel expressed her gratitude to the Council for the recognition.

2. Proclamation recognizing July as Parks and Recreation Month. (Eddie Flores, Mayor)

Mayor Flores proclaimed July as Parks and Recreation Month and recognized the Parks and Recreation Commission for their contributions to the city. He presented the proclamation to Chair Brittany Burgos. Chair Burgos thanked the Council and invited the community to participate in upcoming events and classes.

3. Presentation on Medical Equipment Loan Program (MELP) & Able Closet by Norm Torello and Cynthia Silva

President of MELP & Able Closet Norm Torello presented the services offered by the organization. He informed the community that their South San Francisco facility opened on April 1, 2025, and encouraged the community to utilize their services as needed.

4. Presentation update on the 2025 Every Kid Deserves a Bike program. (Devin Stenhouse, DEI Officer)

DEI Officer Stenhouse presented an update on the program and thanked all who made the program possible. The Council thanked DEI Officer Stenhouse and partners for their contributions made to successful events and teaching many how to ride a bike.

COUNCIL COMMENTS/REQUESTS

Councilmember Coleman shared that he was attending the meeting via teleconference, as he was participating in a policy conference in Chicago. He apprised the community of the events he attended, including a topping-off ceremony at the future Safeway site, a 4th of July BBQ in the Brentwood neighborhood, and the first meeting hosted by Rise South City and Climate Resilient Community, which formed a Community Climate Team.

Councilmember Nagales shared he attended the South City Proud event and thanked all those who assisted in creating a successful event. He also shared that a Town Hall meeting would be held to discuss improving Sellick Park. Lastly, he invited all to attend National Night Out BBQ at Westborough Park on August 5, 2025.

Vice Mayor Addiego informed the community of a press release from the County Assessor's Office, which discussed South San Francisco as the leading city in San Mateo County for dollar growth in assessed value.

Mayor Flores expressed his desire to explore drone detection programs to address the issue of illegal fireworks in South San Francisco. He shared that he had received an invitation to attend the World Expo in Osaka, Japan, and would be participating at his own expense. He also shared that he attended the Climate Resilient Community meeting to discuss climate change and invited the community to attend future meetings. He requested the meeting be adjourned in memory of Hospicio "Pichon" Chavez Arteaga and Ivan Ibarra. Lastly, he welcomed City Manager Ranals to share an additional announcement.

City Manager Ranals announced her retirement in December 2025 and expressed her gratitude to the Council for their support. The Council acknowledged City Manager Ranals' contributions to the City of South San Francisco and expressed their appreciation for her dedication to the staff and residents. Mayor Flores concluded by providing details on the recruitment process.

PUBLIC COMMENTS - NON-AGENDA AND CONSENT CALENDAR ITEMS

The following individuals addressed the City Council:

- Annie
- Cory David
- Cynthia Marcopulos

CONSENT CALENDAR

Assistant City Clerk Miranda duly read the Consent Calendar, after which the Council voted and engaged in discussion of specific items as follows. Item No. 13 was pulled by Vice Mayor Addiego, Item No. 17 and Item No. 19 were pulled by Mayor Flores for further discussion.

5. Motion to approve the Minutes for the meeting of June 25, 2025. (Rosa Govea Acosta, City Clerk)
6. Motion to accept the Training Tower Maintenance Project (pf1704) improvements as complete in accordance with project documents. (Lawrence Henriquez, Senior Civil Engineer)
7. Report regarding Resolution No. 93-2025 adopting the Centennial Way Trail Master Plan - Revised January 2025 (Philip Vitale, Deputy Director of Capital Projects)
8. Report regarding Resolution No. 94-2025 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)
9. Report regarding Resolution No. 95-2025 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)

10. Report regarding Resolution No. 96-2025 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)
11. Report regarding Resolution No. 97-2025 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)
12. Report regarding Resolution No. 98-2025 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)
13. Report regarding Resolution No. 99-2025 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)
14. Report regarding a second reading and adoption of Ordinance No. 1673-2025 amending the South San Francisco Zoning Map to include additional properties within the Genentech Master Plan District. (Billy Gross, Principal Planner)
15. Report regarding Resolution No. 100-2025 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).
16. Report regarding Resolution No. 101-2025 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)

17. Report regarding Resolution No. 104-2025 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)
18. Report regarding Resolution No. 102-2025 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)
19. Report regarding Resolution No. 103-2024 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)

Item No. 13: Vice Mayor Addiego thanked staff for their efforts in securing these funds. Police Chief Campbell recognized Police Captain Pinell for taking the lead on the item. Chief Campbell shared that the grant funding would enable personnel to conduct DUI enforcement operations and acquire a command and patrol vehicle.

Item No. 19: Prior to action from the City Council, Mayor Flores read a summary of the salary increase recommendation to City Clerk Govea Acosta's contract in accordance with California Government Code § 54953.

Motion –Councilmember Nagales/Second – Vice Mayor Addiego: To approve Consent Calendar items 5-16, 18-19 by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Mayor Flores; NAYS: None; ABSENT: Councilmember Nicolas; ABSTAIN: None.

Item No. 17: Mayor Flores noted a conflict of interest on this item as an active member of the Board of Directors of the Boys and Girls Club and noted that he would abstain on this matter.

Motion – Councilmember Coleman /Second – Councilmember Nagales: To approve Resolution No. 104-2025 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, by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, and Councilmember Coleman; NAYS: None; ABSENT: Councilmember Nicolas; None. ABSTAIN: Mayor Flores.

PUBLIC HEARING

Public hearing opened: 8:04 p.m.

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)

Economic and Community Development Director Selander indicated the item will be continued to a date certain of August 27, 2025.

Public hearing closed: 8:05 p.m.

ADMINISTRATIVE BUSINESS

21. Fiscal Year 2025-26 Action Plan Update (Rich Lee, Assistant City Manager)

Assistant Manager Rich Lee presented an update on the 2025-26 Action Plan. The Council engaged in questions and discussions and received responses from Assistant City Manager Lee and City Attorney Woodruff.

22. Report regarding Resolution No. 105-2025 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)

Information Technology Director Barrera presented the report.

Mayor Flores inquired about the staffing needed for the project. Director Barrera provided clarity, indicating additional staffing for implementation will be temporary.

Motion – Councilmember Nagales /Second – Vice Mayor Addiego: To approve Resolution No. 105-2025 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, by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Mayor Flores; NAYS: None; ABSENT: Councilmember Nicolas; ABSTAIN: None.

23. Report regarding Resolution No. 106-2025 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)

Police Lieutenant Devan presented the report.

The Council engaged in questions and discussions surrounding certification, capabilities, and docking locations and received responses from Lieutenant Devan.

Motion – Vice Mayor Addiego /Second – Councilmember Nagales: To approve Resolution No. 106-2025 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, by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Mayor Flores; NAYS: None; ABSENT: Councilmember Nicolas; ABSTAIN: None.

24. Report regarding Resolution No. 107-2025 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)

Police Chief Campbell presented the report.

The Council engaged in questions and discussions and received responses from Chief Campbell, Sergeant Dominguez, and Director of Student Services Ryan Sebers. The Council expressed their support for the program.

Motion – Councilmember Nagales /Second – Councilmember Coleman: To approve Resolution No. 107-2025 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, by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Mayor Flores; NAYS: None; ABSENT: Councilmember Nicolas; ABSTAIN: None.

25. Report regarding Resolution No. 108-2025 amending the City of South San Francisco Salary Schedule for the Executive Management Unit for fiscal year 2024-25. (Leah Lockhart, Human Resources Director)

Human Resources Director Lockhart presented the report.

Motion – Vice Mayor Addiego /Second – Councilmember Nagales: To approve Resolution No. 108-2025 amending the City of South San Francisco Salary Schedule for the Executive Management Unit for fiscal year 2024-25, by roll call vote: AYES: Vice Mayor Addiego, Councilmember Nagales, Councilmember Coleman, and Mayor Flores; NAYS: None; ABSENT: Councilmember Nicolas; ABSTAIN: None.

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

None.

CLOSED SESSION

Entered into Closed Session: 9:30 p.m.

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

Resumed from Closed Session: 10:33 p.m.

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

ADJOURNMENT

Being no further business, Mayor Flores adjourned the City Council meeting at 10:34 p.m.

Adjourned in Memory of
Hospicio "Pichon" Chavez Arteaga and Ivan Ibarra

Submitted by:

Approved by:

Jazmine Miranda
Assistant City Clerk

Eddie Flores
Mayor

Approved by the City Council: _____ / _____ /2025

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.

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