

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, April 9, 2025

6:30 PM

**Teleconference Location: Kona Kai San Diego Hotel, 1551 Shelter Island
Dr. San Diego, CA 92106**

**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. 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. [Proclamation Recognizing National Library Week, April 6-12, 2025. \(Eddie Flores, Mayor\)](#)
2. [Proclamation recognizing April as Volunteer Appreciation Month. \(Eddie Flores, Mayor\)](#)

3. [Proclamation recognizing April as Arab American Heritage Month. \(Eddie Flores, Mayor\)](#)

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 March 26, 2025, and April 1, 2025. \(Rosa Govea Acosta, City Clerk\)](#)
5. [Motion to cancel the Regular City Council meeting of April 23, 2025. \(Rosa Govea Acosta, City Clerk\)](#)
6. [Report regarding a resolution accepting a grant of \\$20,000 from Cities for Financial Empowerment Fund to Develop a Financial Empowerment Center Plan, authorizing the City Manager to execute a Memorandum of Understanding, and approving Budget Amendment No. 25.048 \(Michael Guss, Economic Development Specialist and Alvina Condon, Management Analyst II\)](#)
- 6a. [Resolution accepting a grant of \\$20,000 Grant from Cities for Financial Empowerment Fund to Develop a Financial Empowerment Center Plan, authorizing the City Manager to sign a Memorandum of Understanding, and approving Budget Amendment No. 25.048.](#)

7. [Report regarding a resolution authorizing an agreement between the San Mateo County Library and the South San Francisco Public Library to provide staffing for the Big Lift Inspiring Summers 2025 free summer program in South San Francisco and approving Budget Amendment Number 25.047 accepting up to \\$18,000 in reimbursement funding. \(Valerie Sommer, Library Director\)](#)
- 7a. [Resolution authorizing an agreement between the San Mateo County Library and the South San Francisco Public Library to provide staffing for the Big Lift Inspiring Summers program in South San Francisco and approving Budget Amendment Number 25.047 to accept up to \\$18,000 in reimbursement funding.](#)
8. [Report regarding a resolution authorizing the City Manager to execute an agreement with the San Mateo County Office of Labor Standards Enforcement for enforcement of the City of South San Francisco's Minimum Wage Ordinance \(Rich Lee, Assistant City Manager\)](#)
- 8a. [Resolution authorizing the City Manager to execute an agreement with the San Mateo County Office of Labor Standards Enforcement for enforcement of the City's Minimum Wage Ordinance](#)
9. [Report regarding a resolution approving the 2024 Military Equipment Annual Report for the South San Francisco Police Department in compliance with Assembly Bill 481. \(Adam Plank, Police Captain\)](#)
- 9a. [Resolution approving the 2024 Annual Military Equipment Report for the South San Francisco Police Department in compliance with Assembly Bill 481.](#)
10. [Report regarding resolutions authorizing the award of a contract to Hinderliter de Llamas & Associates for providing Business License, Commercial Parking, Transient Occupancy Tax, and Sales Tax Services and authorizing examination of Sales and Use Tax Records from the California Department of Tax and Fee Administration by City Staff and Hinderliter de Llamas & Associates \(Greg Henry, Financial Services Manager\)](#)
- 10a. [Resolution awarding a contract to Hinderliter de Llamas and Associates for providing Business License, Commercial Parking, Transient Occupancy Tax, and Sales Tax Services, and authorizing the City Manager to execute the agreement on behalf of the City.](#)
- 10b. [Resolution authorizing examination of Sales and Use Tax Records on file with the California Department of Tax and Fee Administration by the City of South San Francisco](#)

ADMINISTRATIVE BUSINESS

11. [Report regarding resolution to approve on-call consulting service agreements with thirty \(30\) selected consultants for on-call municipal engineering services in an amount not to exceed \\$3,000,000 for each firm over a three-year term for the City of South San Francisco's Capital Improvement Program. \(Audriana Hossfeld, Senior Civil Engineer\)](#)
- 11a. [Resolution approving on-call consulting service agreements with thirty \(30\) selected consultants for on-call municipal engineering services in an amount not to exceed \\$3,000,000 for each firm over a three-year term for the City of South San Francisco's Capital Improvement Program.](#)
12. [Report regarding a resolution accepting the Single Audit report for Fiscal Year 2023-24 \(Karen Chang, Finance Director\)](#)
- 12a. [Resolution accepting the Single Audit Report for Fiscal Year 2023-24.](#)
13. [Presentation regarding City Council Fiscal Year 2025-26 Action Plan \(Rich Lee, Assistant City Manager\)](#)
14. [Report regarding City of South San Francisco reimbursement to the County of San Mateo for the cost of installation of new fare gates at the South San Francisco BART Station \(Sharon Ranals, City Manager\)](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTSADJOURNMENT