

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, January 22, 2025

6:30 PM

**Teleconference Location: 25 Rizal Street, Los Banos, Laguna 4030,
Philippines**

**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 of 2024 Mayor’s Award to Education Foundation. \(James Coleman, Councilmember\)](#)
2. [Proclamation recognizing Gun Violence Survivors Week as January 22 - 26, 2025. \(Eddie Flores, Mayor\)](#)

3. [Proclamation recognizing January as National Biotechnology Month. \(Eddie Flores, Mayor\)](#)
4. [Proclamation recognizing January as National Human Trafficking Prevention Month. \(Eddie Flores, Mayor\)](#)
5. [Presentation from the Library Board of Trustees \(Valerie Sommer, Library Director\)](#)
6. [South Linden Avenue and Scott Street Grade Separation Project Status Update from Caltrain \(project st1004\) \(Angel Torres, Senior Civil Engineer\)](#)
7. [Presentation regarding final update on 2024 City Council Priorities \(Rich Lee, Assistant City Manager\)](#)

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.

8. [Motion to approve the Minutes of January 8, 2025 \(Rosa Govea Acosta, City Clerk\).](#)
9. [Report regarding a resolution authorizing the filing of an application for the United States Department of Transportation \(USDOT\) Rebuilding American Infrastructure with Sustainability and Equity \(RAISE\) Grant for up to \\$5,625,000 for the Colma South San Francisco El Camino Real Bike and Pedestrian Improvements Project \(tr2415\) \(Audriana Hossfeld, Senior Civil Engineer\)](#)

- 9a. [Resolution authorizing the filing of an application for the United States Department of Transportation \(USDOT\) Rebuilding American Infrastructure with Sustainability and Equity \(RAISE\) Grant for up to \\$5,625,000 for the Colma South San Francisco El Camino Real Bike and Pedestrian Improvements Project \(tr2415\)](#)
10. [Report regarding a resolution approving and authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement between the City of South San Francisco and Redwood Public Law, LLP \(Leah Lockhart, Human Resources Director\)](#)
- 10a. [Resolution approving Amendment No. 1 to the Professional Services Agreement between the City of South San Francisco and Redwood Public Law, LLP](#)
11. [Report regarding a resolution authorizing the filing of a grant contract renewal for Community Development Block Grant funds allocated through the City of Daly City to support Project Read and authorizing the Director of Finance to adjust the Fiscal Year \(FY\) 2025-26 Revenue Budget upon receipt of grant award. \(Valerie Sommer, Library Director\)](#)
- 11a. [Resolution authorizing the filing of a grant contract renewal for Community Development Block Grant funds allocated through the City of Daly City to support Project Read and authorizing the Director of Finance to adjust the Fiscal Year 2025-26 Revenue Budget upon receipt of grant award.](#)
12. [Report regarding a second reading and adoption of an ordinance amending Title 8 of the South San Francisco Municipal Code to add Chapter 8.90 to establish a permit process for single room occupancy hotel closures, redevelopments, or changes of use including noticing and relocation benefits for residents. \(Pierce Abrahamson, Management Analyst II\)](#)
- 12a. [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.](#)
13. [Report regarding a second reading and adoption of an ordinance amending Title 8 of the South San Francisco Municipal Code to add Chapter 8.80 to establish a permit process for mobile home park closures, redevelopments, or changes of use, including noticing and relocation benefits. \(Pierce Abrahamson, Management Analyst II\)](#)

- 13a. [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.](#)
14. [Report regarding a second reading and adoption of an ordinance amending Chapter 8.78 \(“Mooring Regulations”\) of the South San Francisco Municipal Code. \(Rich Lee, Assistant City Manager; Sky Woodruff, City Attorney\)](#)
- 14a. [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.](#)

ADMINISTRATIVE BUSINESS

15. [Report regarding a resolution approving Budget Amendment 25.027 appropriating \\$177,000 in the Low- and Moderate- Income Housing Fund \(Fund 241\) in Fiscal Year 2024-25 for the City’s Emergency Rental Assistance Program. \(Elia Moreno, Housing Management Analyst I\)](#)
- 15a. [Resolution approving Budget Amendment 25.027 appropriating \\$177,000 in the Low- and Moderate- Income Housing Fund \(Fund 241\) in Fiscal Year 2024-25 for the City’s Emergency Rental Assistance Program.](#)
16. [Report regarding awarding a construction contract to Bay Area Lightworks, Inc. of San Francisco, California, for the Traffic Signal Safety Improvement Project \(No. tr2403, Bid No. 2698\) in an amount not to exceed \\$1,080,000, authorizing a total construction contract authority budget of \\$1,242,000 \(John Wilson, Associate Civil Engineer\)](#)
- 16a. [Resolution awarding a construction contract to Bay Area Lightworks, Inc. of San Francisco, California for the Traffic Signal Safety Improvement Project \(No. tr2403, Bid No. 2698\) in an amount not to exceed \\$1,080,000, authorizing a total construction contract authority of \\$1,242,000, and authorizing the City Manager to execute the agreement on behalf of the City.](#)
17. [Report regarding a resolution accepting the Annual Comprehensive Financial Report \(ACFR\) and other related miscellaneous reports for Fiscal Year 2023-24 \(Karen Chang, Finance Director\)](#)
- 17a. [Resolution approving the Annual Comprehensive Financial Report and other related miscellaneous reports for Fiscal Year 2023-24.](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTSCLOSED SESSION

- 18.** [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](#)
[Employee organizations: AFSCME Local 829, IAFF Local 1507, SSF Police Association, Teamsters Local 856-Confidential, Teamsters Local 856-Mid-Management, Unrepresented Groups](#)

ADJOURNMENT