



MINUTES **REGULAR MEETING**

CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

WEDNESDAY, JUNE 26, 2024

6:30 p.m.

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

CALL TO ORDER

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

ROLL CALL

Councilmember Addiego, present
Councilmember Nagales, present
Councilmember Nicolas, present
Vice Mayor Flores, present
Mayor Coleman, present

PLEDGE OF ALLEGIANCE

City Manager Ranals led the pledge.

AGENDA REVIEW

The Mayor requested Administrative Business Item No. 19 and No. 20 be heard after the Consent Calendar.

ANNOUNCEMENTS FROM STAFF

- Assistant City Manager Lee shared Councilmember Nagales will host a community Town Hall meeting in District 2 on June 27, 2024, 7:00-8:30 p.m. at Alice Bulos Community Center. He also shared City offices will be closed in observance of the 4th of July Holiday.

PRESENTATIONS

1. Celebrating July as National Parks and Recreation Month. (James Coleman, Mayor)

Mayor Coleman presented a proclamation to Parks and Recreation Commission Chair Ruth DeNardi. Chair DeNardi thanked the Council for their recognition and invited all to participate in free classes being offered to the community in recognition of July as National Parks and Recreation Month.

2. Proclamation recognizing National Mosquito Control Awareness Week June 16-22, 2024. (James Coleman, Mayor)

Vice Mayor Flores read the proclamation into the record and presented it Trustee Michael Yoshida and District Manager Brian Weber. District Manager Weber provided a presentation and thanked the Council for their recognition.

3. Certificate Recognizing Stephen Firpo for his service to the Parks and Recreation Commission. (James Coleman, Mayor)

Councilmember Nicolas presented the certificate to former Commissioner Stephen Firpo and highlighted his contribution to the City. Stephen Firpo thanked the Council and recognized the Parks and Recreation staff for their service.

COUNCIL COMMENTS/REQUESTS

Councilmember Nicolas apprised the Council and the community of the events she attended. She recognized the Fire Department for their response to controlling the fire on Sign Hill. She requested that the meeting be adjourned in memory of Maximo C. Ofrasio Jr., Jim Campbell, and Teresa Soto.

Councilmember Nagales joined in requesting that the meeting be adjourned in memory of Teresa Soto. He apprised the Council and the community of the events and invited the community to attend the Town Hall meeting in District 2 on Thursday, June 27, 2024, at 7 p.m. at the Alice Bulos Center. Additionally, he shared the governor signed the budget for the return of vehicle license fee funds and thanked state legislatures and the Mayor for their leadership.

Councilmember Addiego indicated that property lots need to be addressed in preparation for the 4th of July Holiday. He also suggested that the City and Youth Commission explore ways to contribute to the success of the Sister Cities Program as next year we will be hosting students from Kishiwada. He also requested that the meeting be adjourned in memory of Patricia Meek.

Vice Mayor Flores thanked the community members who attended his community meeting. He acknowledged the San Mateo County Sheriff's Office for hosting the Fireworks Buyback Event. He requested that Police Chief Campbell provide information regarding out Community Camera Assistance Program and thanked staff for their efforts. Police Chief Campbell also shared information regarding the Project Guardian Program.

Mayor Coleman thanked City staff and state legislatures for the advocacy in vehicle license fees. He also announced and recognized the winner of the South San Francisco Sticker Contest, Mondrian Hsieh. He shared that stickers would be printed and made available to community.

PUBLIC COMMENTS – NON-AGENDA ITEMS

The following individuals addressed the City Council:

- Karyl Matsumoto
- Sam Chetcuti
- Michael Harris
- Cory David
- Cynthia Marcopulos
- Charlene Rouspil

CONSENT CALENDAR

The Assistant City Clerk duly read the Consent Calendar, after which the Council voted and engaged in discussion of specific items as follows. Item No. 5, Item No. 7, and Item No. 8 were pulled by Vice Mayor Flores and Councilmember Nagales for further discussion.

4. Motion to approve the Minutes for June 12, 2024. (Rosa Govea Acosta, City Clerk)
5. Motion to approve the re-appointment of advisory body members to the Cultural Arts Commission, Housing Authority Commission, Housing Authority Tenant Commission, and Library Board. (Rosa Govea Acosta, City Clerk)
6. Motion to accept the Local Agency Biennial Notice for 2024 pursuant to the California Political Reform Act as regulated by the Fair Political Practices Commission and issued by the City Clerk. (Rosa Govea Acosta, City Clerk)
7. Motion to accept the construction improvements of Orange Memorial Park Sports Field project (Project no. pk1402/pk2309) as complete in accordance with plans and specifications (total construction cost \$11,471,850). (Philip Vitale, Deputy Director of Capital Projects)
8. Report regarding Resolution No. 99-20024 calling for a municipal election to elect two members of the City Council for Districts 2 and 4 to respective four-year terms, setting candidate statement requirements pursuant to section 13307 of the California Elections Code, requesting: (1) that the Board of Supervisors of San Mateo County consolidate the municipal election with the regular election to be held on November 5, 2024; and (2) that the County Registrar perform certain election services in connection with such election including conducting the November 5, 2024 election for the City of South San Francisco; and (3) authorizing the City Clerk to enter into an agreement for the provision of election services and reimburse the County for election service costs. (Rosa Govea Acosta, City Clerk and Sky Woodruff, City Attorney)
9. Report regarding Resolution No. 100-2024 authorizing the acceptance of \$59,150 from the California State Library to support Project Read through the Adult Literacy Services program as projected in the Library Department's Fiscal Year 2024-25 revenue estimate (Valerie Sommer, Library Director)
10. Report regarding Resolution No. 101-2024 authorizing the acceptance of \$24,000 from the California State Library to support Project Read through the Family Literacy Services (FLS) program, amending the Library Department's Fiscal Year 2024-25 Operating Budget and approving Budget Amendment Number 25.003. (Valerie Sommer, Library Director)
11. Report regarding Resolution No. 102-2024 authorizing the acceptance of \$2,275 in grant funding for Fiscal Year 2024-25 from the Quality Improvement Grant from Quality Counts San Mateo County for the Big Lift Little Steps Preschool at the Community Learning Center, and amending the Parks and Recreation Department's Fiscal Year 2024-25 Operating Budget pursuant to Budget Amendment Number 25.004. (Greg Mediati, Director of Parks and Recreation)

12. Report regarding Resolution No. 103-2024 authorizing the City Manager to execute a First Amendment to the Shuttle Services Agreement with Parking Company of America, LLC for shuttle operations in an amount not to exceed \$2,095,835, Resolution No. 104-2024 regarding a services agreement with the Town of Colma for shuttle operations in an amount not to exceed \$30,000, and Resolution No. 105-2024 regarding a Measure K Grant Agreement with the County of San Mateo for a one-time grant of district-discretionary Measure K funds not to exceed \$26,000 for start-up costs for a free shuttle line extension to include a stop at Veterans Village. (Marissa Garren, Management Analyst II)
13. Report regarding Resolution No. 104-2024 authorizing a three-year consulting services agreement with CentralSquare Inc, in the amount not to exceed \$246,853 for software support and maintenance and authorize the City Manager to execute the agreement. (Tony Barrera, Director of Information Technology)
14. Report regarding Resolution No. 105-2024 approving the City of South San Francisco wage and salary schedule for fiscal year 2024-25 (Leah Lockhart, Director of Human Resources)
15. Report regarding Resolution No. 106-2024 authorizing a five-year agreement with The Swenson Group for the procurement and maintenance of copiers in the amount not to exceed, \$457,520.26 and authorizing the City Manager to execute the agreement. (Tony Barrera, Director of Information Technology Department)
16. Report regarding Resolution No. 107-2024 authorizing the City Manager to execute Amendment No. 2 to a consulting services agreement with MuniServices, LLC by extending for an additional one-year period ending on June 30, 2025, for access to the Sales Tax Analytics & Reporting and Forecasting Services and Sales and Use Tax Audit Services. (Karen Chang, Director of Finance)

Item No. 5: Vice Mayor Flores addressed concerns raised by members of the housing project regarding Housing Authority members and requested the incumbent for the Housing Authority and the incumbent for the Housing Authority Tenant Commission be interviewed for re-appointment. City Attorney Woodruff provided an update regarding the concerns raised and indicated that the Housing Authority counsel has been informed and will review Brown Act Training and Rules of Decorum with their members.

Motion to approve re-appointment of advisory body members except for the Housing Authority Commissioner and Housing Authority Tenant Commissioner – Vice Mayor Flores /Second – Councilmember Addiego: To approve Consent Calendar Item No. 5 as amended, by roll call vote: AYES: Councilmember Addiego, Nagales, Vice Mayor Flores, and Mayor Coleman; NAYS: Councilmember Nicolas; ABSENT: None; ABSTAIN: None

Item No. 7: Councilmember Nagales thanked Capital Projects Deputy Director Vitale, Parks and Recreation Director Mediati, and staff, for the improvements made to Orange Memorial Park.

Item No. 8: Vice Mayor Flores requested clarification on policy about campaigning and campaign signs in city-owned facilities. City Attorney Woodruff provided an overview of the City's sign ordinance and noted that the City Clerk will provide information to all candidates during the nomination period. He also indicated that the Council adopted an ordinance establishing Rules of

Conduct for city property prohibiting campaign literature in City facilities. Staff will bring forward an ordinance to address vehicle campaign signs.

Motion – Councilmember Nagales /Second – Vice Mayor Flores: To approve Consent Calendar Item No. 4, and Items No. 6-16, by roll call vote: AYES: Councilmember Addiego, Nagales, Nicolas, Vice Mayor Flores, and Mayor Coleman; NAYS: None; ABSENT: None; ABSTAIN: None

ADMINISTRATIVE BUSINESS

19. Report regarding a Study Session on updating the Business License Tax structure. (Greg Henry, Financial Services Manager)

Financial services Manager Henry presented an update on the Business License Tax structure.

The Council engaged in questions and discussions with staff to include review of tax cap considerations and implementations pertaining to neighboring cities, feedback received from the community, and city comparisons. The Council provided feedback and direction to staff.

Written Comments Submitted via eComments:

- 1 eComment received

20. Report regarding facilitated community conversations about the future uses of decommissioned City facilities, specifically the Municipal Services Building and the West Orange Library (Nell Selander, Economic and Community Development Director, Greg Mediati, Parks and Recreation Director, Jacob Gilchrist, Director of Capital Projects, Jess Magallanes, Fire Chief, and Valerie Sommer, Director of Library Services)

Economic and Community Development Director Selander provided the report and reviewed the history of the Municipal Services Building and West Orange Library.

The following individual addressed the City Council:

- Leslie Fong
- Katherine Acosta
- Mareth Vedder
- Peggy Daras
- Cynthia Marcopulos
- Charlene Rouspil
- Annie Lo
- Bonnie Mogan

The Council engaged in questions and discussions with staff regarding the ability to select a replacement site as indicated by the State Department of Housing and Community Development, the process pertaining to request for proposals, and scheduled timeline of events. The Council provided feedback and direction to staff and requested the contract be brought to the Council for approval at a future meeting.

PUBLIC HEARING

17. Report regarding Resolution No. 108-2024 adopting the proposed amendments to the Master Fee Schedule for the Fiscal Year 2024-25 (Jason Wong, Deputy Finance Director)

Public hearing opened: 9:35 p.m.

Deputy Finance Director Wong presented the report.

Councilmember Nagales inquired about accommodations for those unable to afford services. Parks and Recreation Director Mediati shared there are opportunities for scholarships and for staff to meet residents needs. The Council suggested these accommodations be highlighted in multiple languages on program books.

Public hearing closed: 9:50 p.m.

Motion – Councilmember Nicolas /Second – Vice Mayor Flores: To approve Resolution No. 108-2024 adopting the proposed amendments to the Master Fee Schedule for the Fiscal Year 2024-25, by roll call vote: AYES: Councilmember Addiego, Nagales, Nicolas, Vice Mayor Flores, and Mayor Coleman; NAYS: None; ABSENT: None; ABSTAIN: None;

ADMINISTRATIVE BUSINESS

18. Report regarding Resolution No. 109-2024 approving the City’s Investment Policy for Fiscal Year 2024-25 (Frank Risso, City Treasurer and Karen Chang, Director of Finance)

City Treasurer Risso presented the report.

Motion – Councilmember Nicolas /Second – Councilmember Nagales: To approve Resolution No. 109-2024 approving the City’s Investment Policy for Fiscal Year 2024-25, by roll call vote: AYES: Councilmember Addiego, Nagales, Nicolas, and Vice Mayor Flores, and Mayor Coleman; NAYS: None; ABSENT: None; ABSTAIN: None;

CLOSED SESSION

Entered into Closed Session: 9:55 p.m.

21. Conference with Real Property Negotiators
(Pursuant to Government Code Section 54956.8)
Property: 701 Spruce Avenue (APN 012-131-040)
City Negotiators: Tony Rozzi, Deputy Director of Economic and Community Development and Jon Goetz, Assistant City Attorney
Negotiating Party: Tianyi (Sky) Zhang Under Negotiations: Price and terms

22. Conference with Real Property Negotiators
(Pursuant to Government Code Section 54956.8)
Property: 400 Miller Avenue (APN 012-303-110)
City Negotiators: Nell Selander, Economic and Community Development Director, and Sky Woodruff, City Attorney
Negotiating Party: Nisar M Shaikh Trust Under Negotiations: Price and terms

Resumed from Closed Session: 10:48 p.m.

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

None.

ADJOURNMENT

Being no further business, Mayor Coleman adjourned the City Council meeting at 10:49 p.m.

Adjourned in Memory of

Maximo C. Ofrasio Jr., Jim Campbell, Teresa Soto, and Patricia Meek

Submitted by:

Approved by:

Jazmine Miranda
Assistant City Clerk

James Coleman
Mayor

Approved by the City Council: ____ / ____ / ____

NOTE: The Meeting Minutes represent actions taken during the meeting of the City Council. Complete Council members discussions of meeting items can be viewed in archived video recordings on the City's website at <https://www.ssf.net/government/city-council/video-streaming-city-and-council-meetings> Public comments submitted via the eComment portal can be viewed in the City Clerk's repository at <https://ci-ssf-ca.granicusideas.com/meetings?scope=past>