

# City of South San Francisco

P.O. Box 711  
South San Francisco, CA



## Regular Meeting Agenda

Wednesday, May 24, 2023

6:00 PM

**Municipal Services Building, Council Chambers**  
**33 Arroyo Drive, South San Francisco, CA**

### City Council

**BUENAFLOR NICOLAS, Mayor (District 3)**  
**MARK NAGALES, Vice Mayor (District 2)**  
**MARK ADDIEGO, Councilmember (District 1)**  
**JAMES COLEMAN, Councilmember (District 4)**  
**EDDIE FLORES, Councilmember (District 5)**  
**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):**

- 1) Local cable channel: Astound, Channel 26, Comcast, Channel 27, or AT&T, Channel 99
- 2) <https://www.ssf.net/government/city-council/video-streaming-city-and-council-meetings/city-council>

**ZOOM LINK BELOW -NO REGISTRATION REQUIRED**

Join Zoom meeting: <https://ssf-net.zoom.us/j/88636346631>(Enter your email and name)

Webinar ID: 886 3634 6631 Join by Telephone: +1 669 900 6833

Teleconference participation is offered in the meeting via Zoom as a courtesy to the public. If no members of the City Council are attending the meeting via teleconference, and a technical error or outage occurs on the teleconference feed, the City Council will continue the meeting in public in the Council Chambers.

**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 4:00 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**

1. By Zoom: When the Clerk calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
2. By Phone: Enter the conference ID found on the agenda. When the Clerk calls for the item on which you wish to speak, Click \*9 to raise a hand to speak. Click \*6 to unmute when called.
3. In Person: Complete a Digital Speaker Card located at the entrance to the Council Chamber's. 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 City Clerk Rosa Govea Acosta at 400 Grand Avenue, South San Francisco, CA 94080, or email at [all-cc@ssf.net](mailto: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](mailto:all-cc@ssf.net), 72-hours before the meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

ANNOUNCEMENTS FROM STAFF

PRESENTATIONS

1. [Certificates recognizing three Jack Drago Cultural Arts Commission Youth Art Scholarship recipients: Alexandra Jose, Gabriel Munoz, and Hop Vargas. \(Mark Nagales, Vice Mayor\)](#)
2. [Certificate recognizing National Bike Month and EKDAB/SMCOE partnership - Nina Garde and Theresa Vallez-Kelly from SMCOE. \(Tamiko Huey, Management Analyst II\)](#)
3. [Proclamation recognizing May 21-27, 2023 as National Public Works Week. \(Flor Nicolas, Mayor\)](#)
4. [Proclamation recognizing May as Jewish American Heritage month. \(Mark Nagales, Vice Mayor\)](#)
5. [Presentation update on the Hello ADU Program \(Jennifer Duffy, President of Hello Housing\)](#)

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 4:00 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.*

COUNCIL COMMENTS/REQUESTS

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.*

6. [Motion to approve the Minutes for May 10, 2023. \(Rosa Govea Acosta, City Clerk\)](#)
7. [Report regarding a resolution approving the summary vacation of public sewer easement for a sewer main on the property APN 014-183-110 \(180 El Camino Real\) due to sewer main relocation. \(Matthew Ruble, Principal Engineer\)](#)
- 7a. [Resolution approving the summary vacation of public sewer easement for a sewer main on the property APN 014-183-110 \(180 El Camino Real\) due to sewer main relocation.](#)
8. [Report regarding a resolution authorizing purchase agreements with distributors Baker & Taylor, LLC, Brodart Co., and Ingram Library Services, LLC, and a consulting services agreement with Midwest Tape, LLC, to supply library books and audiovisual materials and services. \(Adam Elsholz, Assistant Library Director\)](#)
- 8a. [Resolution authorizing purchase agreements with distributors Baker & Taylor, LLC, Brodart Co., and Ingram Library Services, LLC, and a consulting services agreement with Midwest Tape, LLC, to supply library books and audiovisual materials and services.](#)
9. [Report regarding a resolution authorizing the City Manager to execute the First Amendment to the Consulting Services Agreement between the CITY OF SOUTH SAN FRANCISCO with VERDE DESIGN, INC. of Santa Clara, California for Architectural Design Services of the Orange Memorial Park Sports Field project in an amount not to exceed \\$38,500.00 for consulting services. \(Philip Vitale, Deputy Director of Capital Projects\)](#)
- 9a. [Resolution amending an existing consulting services agreement with VERDE DESIGN, INC. for architectural design services of the Orange Memorial Park Sports Field project in an amount not to exceed \\$38,500.00.](#)
10. [Report regarding a resolution amending the City of South San Francisco wage and salary schedule and amending the position allocation for the Economic and Community Development Department for Fiscal Year 2022-2023 \(Leah Lockhart, Human Resources Director\)](#)

- 10a.** [Resolution amending the City of South San Francisco wage and salary schedule and amending the position allocation for the Economic and Community Development Department for Fiscal Year 2022-2023](#)

PUBLIC HEARING

- 11.** [Report regarding a resolution accepting the Comprehensive Citywide Fee Study and adopting the proposed changes to and fees in the Master Fee Schedule for Fiscal Year 2023-24 \(Karen Chang, Director of Finance and Jason Wong, Deputy Finance Director\)](#)
- 11a.** [Resolution accepting the Comprehensive Citywide Fee Study and adopting the proposed changes to and fees in the City of South San Francisco Master Fee Schedule for FY 2023-24.](#)

ADMINISTRATIVE BUSINESS

- 12.** [Motion to approve the Design Development Documents for the Orange Memorial Park Aquatic Center \(Project No. pk2310\). \(Philip Vitale, Deputy Director of Capital Projects\)](#)
- 13.** [Report regarding approval of a resolution authorizing the Mayor to sign a letter of support urging the Governor and California State legislators to prioritize a multi-year funding package for transit agencies across California \(Sharon Ranals, City Manager\)](#)
- 13a.** [Resolution authorizing the Mayor to sign a letter of support urging the Governor and California State legislators to prioritize a multi-year funding package for transit agencies across California](#)
- 14.** [Report regarding a resolution authorizing the City Manager to execute a consulting services agreement with Lotus Water of San Francisco, California for the Storm Drain Master Plan \(sd2301\) for \\$2,702,339 and authorizing a Budget Amendment 23.067 to add \\$2,580,000 for a total project allocation of \\$3,380,000. \(Matt Ruble, Principal Engineer\)](#)
- 14a.** [Resolution authorizing the City Manager to execute a consulting services contract with Lotus Water of San Francisco, California for the Storm Drain Master Plan \(sd2301\) for \\$2,702,339 and authorizing a Budget Amendment 23.067 to add \\$2,580,000 for a total project allocation of \\$3,380,000.](#)

15. Report regarding a resolution approving the purchase of two advanced life support ambulances; authorizing the City Manager to enter into a purchase agreement with Braun Northwest for the construction and purchase in the amount of \$800,573.51; approving the purchase of tools and equipment in the amount of \$110,000; and approving the use of \$450,000 of encumbered funds from a cancelled 2021 ambulance contract along with \$460,573.51 of Vehicle Replacement Funds, for a total amount of \$910,573.51. (Richard Walls, EMS Chief)
- 15a. Resolution approving the purchase of two advanced life support ambulances; authorizing the City Manager to enter into a purchase agreement with Braun Northwest for the construction and purchase in the amount of \$800,573.51; approving the purchase of tools and equipment in the amount of \$110,000; and approving the use of \$450,000 of encumbered funds from a cancelled 2021 ambulance contract along with \$460,573.51 of Vehicle Replacement Funds, for a total amount of \$910,573.51. (Richard Walls, EMS Chief)
16. Report recommending that the City Council adopt a resolution authorizing the write-off of \$675,213.62 in uncollectible ambulance billing accounts receivable. (Richard Walls, EMS Chief)
- 16a. Resolution authorizing the write-off of \$675,213.62 in uncollectible ambulance billing accounts receivable.
17. Report regarding a resolution approving the purchase of two type one fire engines; authorizing the City Manager to enter into a purchase agreement with Golden State Fire Apparatus, Inc. for the construction and purchase from Pierce Manufacturing, Inc. in the amount of \$2,481,923.16; approving the purchase of tools and equipment in the amount of \$120,000.00; and approving Budget Amendment #23.072 to appropriate \$598,442.33 from the Public Safety Impact Fee into the Vehicle Replacement Fund, for a total amount of \$2,601,923.16. (Jess Magallanes, Fire Chief)
- 17a. Resolution approving the purchase of two type one fire engines; authorizing the City Manager to enter into a purchase agreement with Golden State Fire Apparatus, Inc. for the construction and purchase from Pierce Manufacturing, Inc. in the amount of \$2,481,923.16; approving the purchase of tools and equipment in the amount of \$120,000.00; and approving Budget Amendment #23.072 to appropriate \$598,442.33 from the Public Safety Impact Fee into the Vehicle Replacement Fund, for a total amount of \$2,601,923.16.

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

#### ADJOURNMENT