

# City of South San Francisco

P.O. Box 711  
South San Francisco, CA



## Regular Meeting Agenda

Wednesday, June 28, 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. [Certificate recognizing South San Francisco High School sophomores: Audrina Lopez, Alyssa Battang, and Kylie Situ for their National History Day contest achievements. \(Flor Nicolas, Mayor\)](#)
2. [Presentation from Boys & Girls Club of the Peninsula \(BGCP\) mission, goals, and impact of the organization. \(Maggie Cornejo, Director of Government and Community Relations for BGCP\)](#)
3. [Presentation on the City's participation at the BIO International Conference that was held the week of June 5, 2023. \(Ernesto Lucero, Economic Development Manager\)](#)

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.

4. [Motion to approve the Minutes for June 14, 2023 and June 16, 2023. \(Rosa Govea Acosta, City Clerk\)](#)
5. [Motion to cancel the Regular City Council meeting of August 9, 2023. \(Rosa Govea Acosta, City Clerk\)](#)
6. [Update regarding implementation of recommendation pursuant to the Grand Jury Report “A Delicate Balance between Knowledge and Power: Government Transparency and the Public’s Right to Know” \(Rosa Govea Acosta, City Clerk\)](#)
7. [Motion to accept the pathway rehabilitation improvements of Westborough Park Pathways Project \(CIP Project No. pk2202\) as complete in accordance with plans and specifications, with a total project cost of \\$876,363.51. \(Greg Mediati, Director Parks and Recreation\)](#)
8. [Report regarding a resolution authorizing the approval of Budget Amendment #23.073 to include Program Supplemental Agreement No. F028 with the State of California for the Bridge Preventive Maintenance Program \(Project No. st1703\) in the amount of \\$115,089 and remove the \\$1,569,000 Highway Bridge Program grant amount from the total budget; and authorizing the approval of Budget Amendment #23.075 to remove the \\$528,000 Highway Bridge Program grant from the total project budget for the Grand Avenue Overhead Structure at US 101 \(Project No. st1804\). \(Lawrence Henriquez, Senior Civil Engineer\)](#)
- 8a. [Resolution authorizing the approval of Budget Amendment #23.073 to include Program Supplemental Agreement No. F028 with the State of California for the Bridge Preventive Maintenance Program \(Project No. st1703\) in an amount of \\$115,089 and remove Highway Bridge Program grant in an amount of \\$1,569,000 from the total budget; and authorizing the approval of Budget Amendment #23.075 to remove the \\$528,000 Highway Bridge Program grant from the total project budget for the Grand Avenue Overhead Structure at US 101 \(Project No. st1804\).](#)
9. [Report regarding a resolution authorizing the filing of a grant application for the Safe Streets and Roads for All \(SS4A\) Grant Program for the Junipero Serra Boulevard and Westborough Boulevard Pedestrian and Bicycle Connectivity and Safety Project \(st2301\). \(Lawrence Henriquez, Senior Civil Engineer\)](#)

- 9a. [Resolution of the City Council of the City of South San Francisco authorizing the submittal of a grant application for the Safe Streets for All Grant Program for the Junipero Serra Boulevard and Westborough Boulevard Pedestrian and Bicycle Connectivity and Safety Project.](#)
10. [Staff Report regarding a resolution approving purchase agreements for Water Quality Control Plant process chemicals. \(Brian Schumacker, Water Quality Control Plant Superintendent and Nick Talbot, Assistant Plant Superintendent\).](#)
- 10a. [Resolution approving purchase agreements for the furnishing bulk process chemicals at the Water Quality Control Plant for fiscal year 2023-24; and authorizing the City Manager to execute the necessary agreements.](#)
11. [Report regarding a resolution approving and authorizing the City Manager to execute a purchasing contract to procure play structure equipment for the Centennial Trail Improvements Project. \(Jacob Gilchrist, Director of Capital Projects\).](#)
- 11a. [Resolution approving a purchase agreement with Landscape Structures Inc. to purchase play structure equipment for the Centennial Trail Improvements project \(pk2302\) in an amount not to exceed \\$240,730.99.](#)
12. [Report regarding a resolution approving an amendment to an existing purchasing contract with Lyngsoe Systems for the Library | Parks & Recreation facility \(pf2103\), in the amount not to exceed \\$7,000.00 and authorizing the City Manager to execute the amendment. \(Jacob Gilchrist, Director of Capital Projects\)](#)
- 12a. [Resolution approving an amendment to an existing purchasing contract with Lyngsoe Systems for the Library | Parks & Recreation facility \(pf2103\), in the amount not to exceed \\$7,000.00 and authorizing the City Manager to execute the amendment.](#)
13. [Report regarding a resolution authorizing the acceptance of donations from various entities to support the South San Francisco Volunteer Gala and approving Budget Amendment 22.074. \(Tamiko Huey, Management Analyst\)](#)
- 13a. [Resolution authorizing the acceptance of \\$10,000 in donation funding from AbbVie, \\$10,000 from South San Francisco Scavenger's Company, \\$5,000 from Amgen, \\$5,000 from Genentech, and \\$1,000 from the South San Francisco Rotary Club to support the South San Francisco Volunteer Gala and approving Budget Amendment 22.074.](#)
14. [Report regarding a resolution authorizing the City Manager to execute amendments to the landscape maintenance services agreements for citywide right-of-way and Common Greens landscape maintenance services. \(Greg Mediati, Director of Parks and Recreation\).](#)

- 14a. [Resolution amending the existing consulting services agreement with Frank and Grossman Landscape Contractors, Inc. of Hayward, California for citywide right-of-way landscape maintenance services for an additional \\$278,760 \(for a new total not-to-exceed contract amount of \\$894,824.00\) and for an additional twelve \(12\) months.](#)
- 14b. [Resolution amending the existing consulting services agreement with Gothic Landscaping of San Jose, California for Common Greens landscape maintenance services for an additional \\$375,187.13 \(for a new total not-to-exceed contract amount of \\$1,167,603.13\) and for an additional twelve \(12\) months.](#)
15. [Report regarding a resolution approving a Second Amendment to the Professional Services Agreement with Athens Administrators to extend the agreement for workers' compensation claims through June 30, 2024 and to increase the amount by \\$225,658 for a total amount not to exceed \\$1,065,866. \(Leah Lockhart, HR Director\)](#)
- 15a. [Resolution approving a Second Amendment to the Professional Services Agreement with Athens Administrators to extend the agreement for workers' compensation claims through June 30, 2024 and to increase the amount by \\$225,658 for a total amount not to exceed \\$1,065,866.](#)
16. [Report regarding a resolution approving the City of South San Francisco Wage and Salary Schedule for Fiscal Year 2023-2024 and a resolution amending the Wage and Salary schedule for Fiscal Year 2022-2023 effective September 30, 2022 \(Leah Lockhart, Human Resources Director\)](#)
- 16a. [Resolution approving the City of South San Francisco Wage and Salary Schedule for Fiscal Year 2023-2024](#)
- 16b. [Resolution approving an amendment to the City of South San Francisco Wage and Salary Schedule for Fiscal Year 2022-2023](#)
17. [Report regarding a resolution approving the Third Amendment of a contract with JobTrain for workforce development support services, and a resolution approving the Third Amendment of a contract with Renaissance Entrepreneurship Center for small business and entrepreneurship support services, both offered at the Economic Advancement Center in South San Francisco. \(Ernesto Lucero, Economic Development Manager\)](#)
- 17a. [Resolution approving the Third Amendment to the contract with JobTrain for workforce development support services at the Economic Advancement Center in South San Francisco in the amount of \\$515,387 for one additional year of a professional services contract.](#)

- 17b. [Resolution approving the Third Amendment to the contract with Renaissance Entrepreneurship Center for small business and entrepreneurship support services at the Economic Advancement Center in South San Francisco in the amount of \\$573,327 for one year of a professional services contract.](#)

ADMINISTRATIVE BUSINESS

18. [Report regarding an update and seeking feedback in regards to the ongoing and developing Sign Hill Master Plan. \(Joshua Richardson, Parks Division Manager\)](#)
19. [Report regarding a resolution confirming the change in solid waste collection rates to be collected by the South San Francisco Scavenger Company effective July 1, 2023. \(Paul Harris, Financial Services Manager\)](#)
- 19a. [Resolution confirming the change in solid waste collection rates to be collected by the South San Francisco Scavenger Company effective July 1, 2023.](#)
20. [Report adopting the City of South San Francisco Operating Budget for Fiscal Year 2023-24 and approving the Gann Appropriations Limit. \(Karen Chang, Director of Finance\)](#)
- 20a. [Resolution adopting the City of South San Francisco Operating Budget for Fiscal Year 2023-24 and approving the Gann Appropriations Limit. \(Karen Chang, Director of Finance\)](#)
21. [Report regarding a resolution approving the proposed Capital Improvement Program for fiscal year 2023-24. \(Eunejune Kim, Director of Public Works/City Engineer and Matthew Ruble, Principal Engineer\)](#)
- 21a. [Resolution approving the Capital Improvement Program for fiscal year 2023-24, approving the appropriations request of \\$40,349,600, and authorizing City staff to prepare plans and specifications to advertise for construction bids for the projects under this program.](#)
22. [Report regarding a resolution approving the Conference Center Authority Fiscal Year 2023 - 2024 Budget. \(Jim McGuire, South San Francisco Conference Center Executive Director\)](#)
- 22a. [Resolution approving the South San Francisco Conference Center Authority Fiscal Year 2023-2024 Budget.](#)
23. [Report regarding a resolution approving interim spending authority for the first 90 days of Fiscal Year 2023-24 \(Karen Chang, Director of Finance\)](#)

- 23a. [Resolution approving interim spending authority for the first 90 days of Fiscal Year 2023-24.](#)
24. [Report regarding a resolution authorizing Fiscal Year 2023-2024 Interim Funding for the South San Francisco Conference Center. \(Jim McGuire, South San Francisco Conference Center Executive Director\)](#)
- 24a. [Resolution approving interim funding for Fiscal Year 2023-24 for the South San Francisco Conference Center.](#)
25. [Report regarding the adoption of a resolution granting consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District and include the City of South San Francisco within the district. \(Ernesto Lucero, Economic Development Manager\)](#)
- 25a. [Resolution granting consent to the City of Burlingame to participate in the formation of the San Francisco Peninsula Tourism Marketing District and include the City of South San Francisco within the district.](#)
26. [Report regarding a resolution accepting a \\$100,000 American Rescue Plan Act grant from San Mateo County for a new Small Business Post-Pandemic Recovery Grant Program for businesses in South San Francisco and appropriating the grant funds with Budget Amendment No. 24.002. \(Ernesto Lucero, Economic Development Manager\)](#)
- 26a. [Resolution accepting a \\$100,000 American Rescue Plan Act grant from San Mateo County for a new Small Business Post-Pandemic Recovery Grant Program for businesses in South San Francisco and appropriating the grant funds with Budget Amendment No. 24.002.](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

ADJOURNMENT