



MINUTES

SPECIAL MEETING

CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

TUESDAY, OCTOBER 28, 2025
6:15 p.m.

**Library Parks and Recreation Building
Social Hall
901 Civic Campus Way, South San Francisco, CA**

CALL TO ORDER

Vice Mayor Addiego called the meeting to order at 6:19 p.m.

ROLL CALL

Councilmember Coleman, present (*arrived at 7:31 p.m.*)
Councilmember Nicolas, present
Councilmember Nagales, present
Vice Mayor Addiego, present
Mayor Flores, present (*arrived at 7:31 p.m.*)

AGENDA REVIEW

No changes.

PUBLIC COMMENTS

None.

PRESENTATIONS

1. 2025 City of South San Francisco Citizens' Academy Presentation of the roles of the City Council, City Clerk, City Treasurer, and City Attorney. (Devin Stenhouse, Diversity, Equity, and Inclusion Officer)

Diversity, Equity, and Inclusion Officer Stenhouse welcomed the 2025 Class of Citizens' Academy participants and attendees, noting that the session would provide an overview of the roles of the City Council, City Clerk, City Treasurer, and City Attorney. Participants were encouraged to ask questions at the end of each presentation.

Lindsay D'Andrea and Isabell Thevessen with Redwood Public Law provided an overview of the City Attorney's role and the team. Noting that the City Attorney is the legal advisor to the City Council and city staff, with responsibilities of drafting ordinances, providing legal counsel, and representing the city in court matters. The City Attorney ensures that the city's policies and actions comply with all local, state, and federal laws. Participants engaged in questions and received responses.

City Clerk Govea Acosta and Assistant City Clerk Miranda provided an overview of the City Clerk's role, noting that the office manages official records and public documents to ensure transparency. The City Clerk oversees local elections and provides election-related information.

Meeting recessed at 7:00 p.m.

Meeting resumed at 7:22 p.m.

City Treasurer Rizzo provided an overview of the City Treasurer's role, noting that it includes managing the city's finances by overseeing cash flow and investments. Responsibilities include managing revenues from property and sales taxes, providing financial reports to the City Council, and working closely with the City Manager and Finance Department to ensure fiscal responsibility. Participants engaged in questions and received responses.

Mayor Flores greeted participants and introduced members of the City Council. A presentation of the roles of the City Council, an overview of the government structure, and an update on the city's approved budget of the El Camino Real and Spruce Avenue Safeway project. Participants engaged in questions and received responses.

ADJOURNMENT

Mayor Flores adjourned the meeting at 8:40 p.m.

Submitted by:

Approved by:

Rosa Govea Acosta
City Clerk

Eddie Flores
Mayor

Approved by the City Council: _____ / _____

NOTE: The Meeting Minutes record actions taken by the City Council during the meeting. These action minutes are the City's record of actions taken at the meeting.

Complete Council members' discussions of meeting items can be viewed in archived video/audio recordings on the City's website at <https://www.ssfca.gov/Government/Video-Streaming-City-and-Council-Meetings/City-Council>

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