



MINUTES

SPECIAL MEETING

CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

WEDNESDAY, MARCH 18, 2026
6:30 p.m.

**City Hall, City Manager's Conference Room
400 Grand Avenue, South San Francisco, CA**

CALL TO ORDER

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

ROLL CALL

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

AGENDA REVIEW

No changes.

PUBLIC COMMENTS – Comments are limited to items on the Special Meeting Agenda.

The following individuals addressed the City Council:

- Cynthia Marcolus – Discussed the minutes format
- Annie Lo – Discussed the City Council handbook and minutes format
- Leo Parini, President of the Italian American Citizens Club – Discussed the renaming of the bocce courts to honor Alvaro Bettucchi, founder of the South San Francisco Athletic Club.

Mayor Addiego noted that Appendix H – Policy on Dedication of City Facilities was proposed for suspension and requested that Vice Mayor Nagales apprise the Council and the community of its status. Vice Mayor Nagales provided an update on the status of the naming committee and recommended pausing pending further direction on the recognition and qualification process.

Councilmember Coleman shared his perspective on the facility-naming process, citing current events and noting considerations regarding individuals' backgrounds. Mayor Addiego and Councilmember Nicolas will meet to review and develop objective criteria and present a recommendation for the full Council's consideration.

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>

ADMINISTRATIVE BUSINESS

1. Study session to review and discuss proposed revisions to the City Council Procedures and Protocols Handbook. (Sky Woodruff, City Attorney, and Rosa Govea Acosta, City Clerk)

City Clerk Govea Acosta presented the report and noted that the discussion would address the proposed changes that were discussed at the February 25, 2026, City Council meeting. The offices of the City Attorney and City Clerk reviewed the draft manual and noted the changes in the redlined version of the handbook.

The proposed changes included the following:

- Agenda Order: Requests to honor the life of individuals should be incorporated into Council Comments/Requests.
- Proclamation(s): Streamline the recognition and proclamation process by prioritizing proclamations with in-person recipients under Presentations and placing other proclamations on the consent calendar for approval.
- Public Participation: Discussion noting that the proposed adjustments to public comment procedures are legally permissible. Council supported the inclusion of flexible handbook language allowing adjustments to speaking time based on the number of speakers, both in-person and online, at the Mayor's discretion, with a speaker time limit chart for reference.
- Minutes: Council reached consensus to revise the minutes format to include each speaker's name and the agenda item addressed, with reference to the meeting audio recording. Meeting audio recordings will be kept permanently and are readily available online, with closed captioning, for easy search functions, covering records from 2023 to the present. In addition, members of the public may submit eComments through the eComments portal, which are immediately available to the public and council and become part of the permanent record. In response to the Mayor's inquiry resulting from a public comment requesting five years of retroactive amendments to prior minutes, the City Clerk advised that such efforts would be resource-intensive and that existing action minutes are administratively accurate.

Councilmember Nicolas requested that the Boards, Committees, and Commissions for the Conference Center Authority, the Bicycle and Pedestrian Advisory Committee, and the Youth Commission note that, under ordinance requirements, members are not required to be residents of South San Francisco. In addition, she inquired about the Personnel Board, noting that the body has been inactive for several years, and received a response that staff would bring the item to Council for further discussion and direction.

Councilmember Flores inquired about SB 707 and its provisions allowing advisory bodies to meet virtually if authorized by the Council. City Attorney Woodruff will review the legislation and apprise the Council.

Vice Mayor Nagales requested additional clarification on the Council expenses, prompting the City Council to discuss the approval and reimbursement process. City Manager Snideman

indicated that the City Manager’s office will continue to review expenses and will make internal administrative changes if needed. No additional changes to Appendix C.

The following individuals addressed the City Council:

- Fionnola – Discussed the Council handbook and city funding.
- Annie Lo – Discussed the City Council handbook and minutes format

City Clerk Govea Acosta provided an overview of the approved 2023 City Council Handbook action-minute format and noted that no changes have been approved; all versions presented to Council for discussion were draft documents. In addition, per the Council’s direction, all videos will remain permanently available for the public to view City Council meetings. City Attorney Woodruff apprised the Council of the current ADA Compliance requirement for meeting videos, noting potential concerns and costs associated with retaining videos.

ADJOURNMENT

Being no further business, Mayor Addiego adjourned the City Council meeting at 7:38 p.m.

Submitted by:

Approved by:

Rosa Govea Acosta
City Clerk

Mark Addiego
Mayor

Approved by the City Council: _____ / _____ /2026

Pursuant to Government Code section 54957.5, all written public comments submitted to the City Council become public record and will be made available to the public. 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>