

MINUTES

SPECIAL MEETING

MEASURE W CITIZENS' OVERSIGHT COMMITTEE CITY OF SOUTH SAN FRANCISCO

Wednesday, February 27, 2025
6:30 p.m.



IN-PERSON MEETING

CALL TO ORDER

Chair called the meeting to order at 6:31 p.m.

ROLL CALL

Chair De Guzman, present
Committee member Del Rosario, present
Committee member Jeanne Berube, present
Committee member Nicholas Peneyra, present

AGENDA REVIEW

No changes.

WELCOME AND INTRODUCTIONS

Director of Finance, Karen Chang, welcomed the two new Committee Members Jeanne Berube and Nicholas Peneyra. Chair De Guzman asked for introductions from both new Committee members. Jeanne Berube and Nicholas Peneyra provided introductions. Director of Finance, Karen Chang asked both Chair De Guzman and Committee Member Engy to introduce themselves and provide their background. Both Chair De Guzman and Committee Member Engy provided their background. Director of Finance, Karen Chang asked for city staff to introduce themselves. City Staff in attendance, Assistant City Manager, Richard Lee, Administrative Assistant II & Secretary for Measure W, Patty Gomez, Director of Finance, Karen Chang, and Assistant City Attorney, Kimia Mahallati.

IN PERSON PUBLIC COMMENT:

Member of the public, Mina Richardson introduced herself and advised she was not affiliated with the board or staff. Chair De Guzman asked Ms. Richardson if she was affiliated with any committee with the City of South San Francisco. Ms. Richardson advised she was part of a committee but not with the City of South San Francisco.

MATTERS FOR CONSIDERATION

1. Motion to approve the Minutes from the meeting on December 4, 2024.

Motion – Committee Member Engy Del Rosario: To approve the minutes from December 4, 2024, Chair De Guzman Second – by roll call vote: AYES Chair De Guzman, Committee Member Del Rosario, Committee Member Berube, Committee Member Peneyra; and NAYS: Non; ABSENT: ABSTAIN: Motion passes unanimously.

2. Presentation on Measure W Citizens' Oversight Committee Roles and Responsibilities (Kimia Mahallati, Redwood Public Law)

Kimia Mahallati, Redwood Public Law provided a presentation on Measure W Committee Roles and Responsibilities.

Committee Member Del Rosario asked if it was a non-specific tax and to provide an example of a project that would not fit the criteria.

Assistant City Attorney, Kimia Mahallati provided an explanation.

Committee Member Berube asked who decides what is legitimate and how it's defined.

Assistant City Attorney, Kimia Mahallati explained legitimate use is defined by case and statutory authority.

Assistant City Attorney, Kimia Mahallati continued with her presentation.

Assistant City Attorney, Kimia Mahallati concluded the presentation and asked if anyone had any questions.

Committee Member Berube asked to review the Measure W tax that was voted on. Assistant City Attorney, Kimia Mahallati showed the Measure W language from her presentation.

Committee Member Berube asked who determines the priorities.

Assistant City Manager, Richard Lee said there were multiple town hall meetings and surveys to understand voter priorities.

Committee Member Berube commented that the common perception among residents is that the funds should be used for certain purposes.

Assistant City Attorney, Kimia Mahallati advised that during the meetings, Director of Finance, Chang does an excellent job going over current projects that Measure W funds.

Director of Finance, Chang advised the Committee that the City has a website that provides Measure W information.

Assistant City Attorney, Kimia Mahallati asked if there were any additional questions.

Assistant City Attorney, Kimia Mahallati concluded her presentation.

Measure W Secretary Patty Gomez advised Chair De Guzman there was a public comment. Chair De Guzman agreed to hear a public comment.

Mina Richardson asked if the independent report was the first conducted for Measure W.

Assistant City Attorney, Kimia Mahallati advised that the public comment process is not established for the purpose of back and forth. Assistant City Attorney, Kimia Mahallati advised that this was statutory and procedure however she would be happy to answer that question.

Assistant City Attorney, Kimia Mahallati advised that every year the City has an audit of the City's finance that includes the Measure W tax fund.

3. Report regarding Resolution acknowledging receipt of the final Fiscal Year 2023-24 Annual Comprehensive Financial Report and approving memorandum to City Council independently verifying use of Measure W funds (Karen Chang, Director of Finance)

Director of Finance Chang provided Report regarding Resolution acknowledging receipt of the final Fiscal Year 2023-24 Annual Comprehensive Financial Report and approving memorandum to City Council independently verifying use of Measure W funds.

Chair De Guzman asked for the final total Measure W tax revenues and expenditures for fiscal year 2023-24.

Director of Finance Chang - stated the final audit revenues and expenditures for Measure W fiscal year 2023-24 are \$15.6 million and \$11.8 million, respectively.

Chair De Guzman asked if anyone would like to make a motion approving the memorandum to City Council independently verifying use of Measure W funds.

Assistant City Attorney, Kimia Mahallati asked if anyone questions or comments regarding the item.

Committee Member Berube asked if they were approving the financials as she did not review them.

Director of Finance Chang advised that in the previous meeting, the auditor presented the results and it was presented to the City Council. The Measure W is part of the audit and Council approved it. The memorandum confirms that COC has reviewed the report.

Committee Member Berube advised that she was not part of that meeting and is uncomfortable with approving.

Committee Member Peneyra advised that he was not comfortable with approving as well.

Assistant City Attorney, Kimia Mahallati advised that they can table the item and move on and take a break so the item can be reviewed and independently verify it and vote, otherwise the item would have to wait for the next meeting.

Assistant City Attorney, Kimia Mahallati advised that they could take a recess to review the report, or we can move on to the next item.

Chair De Guzman advised that the auditor verified report, revenue and expenditures and are confident that the auditors did their job.

Director of Finance Chang provided the new Committee members a copy of the financial report for their review.

Assistant City Attorney, Kimia Mahallati advised that part of Director of Finance, Chang's presentation was the informational report on Measure W fund balance and expenditures. The item can be skipped, and we can come back to the item after Director of Finance Chang's presentation.

Assistant City Attorney, Kimiah Mahallati suggested making a motion to move Director of Finance Chang's presentation first then come back to item.

Committee Member Berube made a motion to table the Resolution and come back to item after Director of Finance Chang's report.

Motion – Committee Member Berube: To approve moving Item #5, Informational report on Measure W fund balance and expenditures for FY 2024-25 before approving the memorandum to the City Council independently verifying use of Measure W funds. Committee Member Peneyra Second – by roll call vote: AYES Chair De Guzman, Committee Member Del Rosario, Committee Member Berube, Committee Member Peneyra; and NAYS: Non; ABSENT: ABSTAIN: Motion passes unanimously.

5. Informational Report on Measure W fund balance and expenditures for FY 2024-2025. (Karen Chang, Finance Director)

Director of Finance, Chang provided Informational Report.

Committee Member Berube asked for clarification on the expenses on Civic Campus \$8.7 Million expenses were from bond funding or capital project.

Director of Finance Chang stated the remaining \$8.7 million is from the Measure W project fund.

Director of Finance Chang continued with her presentation.

Committee Member Berube asked for average revenue for Measure W.

Director of Finance Chang said the average Measure W revenue is roughly \$14.5 million and continued with her presentation.

Director of Finance Chang concluded her presentation.

Director of Finance Chang asked if the Committee was ready to go back to the previous item.

3. Report regarding Resolution acknowledging receipt of the final Fiscal Year 2023-24 Annual Comprehensive Financial Report and approving memorandum to City Council independently verifying use of Measure W funds (Karen Chang, Director of Finance)

Director of Finance Chang provided report.

Chair De Guzman made a motion to approve the memorandum to City Council independently verifying use of Measure W funds.

Motion – Chair De Guzman: To approve the memorandum to City Council independently verifying use of Measure W funds. Committee Member Del Rosario Second – by roll call vote: AYES Chair De Guzman, Committee Member Del Rosario, Committee Member Berube, Committee Member Peneyra; and NAYS: Non; ABSENT: ABSTAIN: Motion passes unanimously.

ADJOURNMENT

Being no further business, Chair De Guzman adjourned the meeting at 7:33 p.m.

Submitted by:

Approved by:

Patty Gomez
Secretary

Edmund De Guzman
Chair

Approved by the Measure W Citizens’ Oversight Committee: / /