



Office of the City Clerk

City of South San Francisco

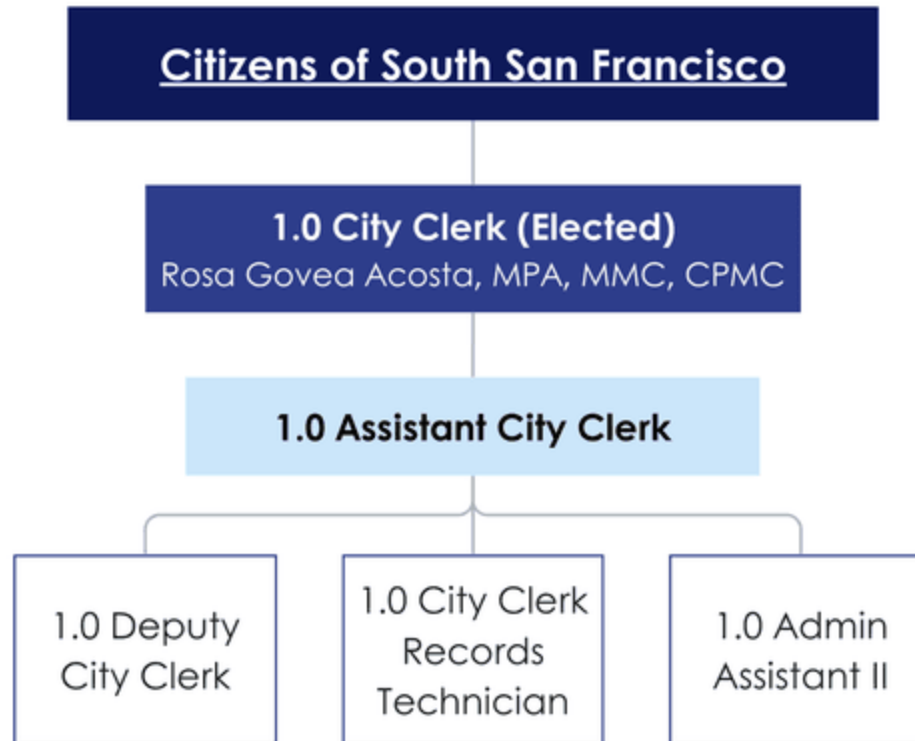
City Clerk



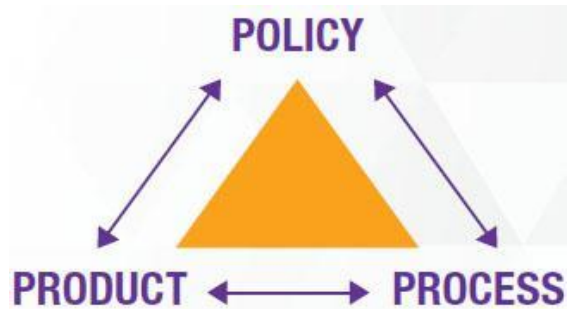
Rosa Govea Acosta
City Clerk

Office of the City Clerk

City of South San Francisco



Public Service – A Balanced Triangle



City Council ► Policy ►

Establishes vision and direction for the community's future.

City Manager ► Product ►

Provides services to the taxpayer that taxpayers cannot (or will not) provide for themselves.

City Clerk ► Process ►

Ensures that the decision-making process:

- Is transparent to the public;
- Complies with federal, state and local regulations; and
- Is properly recorded.

City Council – Policy & Legislative Authority

- **Elected officials** who represent the public.
- Sets **local laws, budgets, and policies**.
- Provides **direction** for the city manager and oversight for city operations.

City Manager – Administrative Executive

- **Appointed** by the city council.
- Carries out the council's policies and manages **day-to-day operations**.
- Supervises departments, prepares budgets, and ensures service delivery.

City Clerk – Transparency & Recordkeeping

- Responsible for **records management**, meeting agendas/minutes, elections, and public access to information.
- Serves as a **neutral facilitator** of government transparency.
- The **link between citizens, council, and administration**.



Why It's a Balanced Triangle

- **City Council** relies on the **City Clerk** for accurate records and procedural compliance.
- **City Manager** implements policies approved by the **City Council**.
- **City Clerk** supports both by managing documentation, and upholding transparency.

👉 Each side represents **accountability, communication, and collaboration**. The triangle must remain balanced for **good governance** and **public trust**.

Role of the City Clerk

- The City Clerk serves as a steward of the democratic process and is a liaison between the City Council and members of the public. She is a partner in democracy, providing information and ensuring transparency.
- The City Clerk is an elected representative of the people and serves a four-year term, current term will end November 2026. The City Clerk has legal responsibilities described in California Government Code Sections 40800, et seq., the Elections Code, and City ordinance.



About Us



Boards & Commissions



Document Archives



Elections



Fair Political Practices
Commission (FPPC)
Information



Municipal Code

Key Functions of the City Clerk's Office

Public Noticing – Ensure compliance with the Brown Act

*Meetings must adhere to the “Brown Act” **Government Code 54950** et seq. The Brown Act was enacted to ensure all deliberations and actions are taken openly.*

- Agenda Preparation: Coordinate with all City Departments
- Produce electronic and paper agenda packet for public view
- Agenda posting:
 - Regular Meeting: At least 72 hours in advance
 - Special and Emergency Meetings: At least 24 hours in advance
- Publish & Post legal notices.
- Assure actions are recorded and easily accessible to members of the public.

Records Administration

- Official record keeper for the City.
- Ordinances, Resolutions, Minutes, Deeds, Contracts & Agreements.
- Maintain records: preserved, searchable, and accessible.

Key Functions of the City Clerk's Office

Elections

South San Francisco elections are consolidated with the San Mateo County Registration and Elections Division – the County prints the ballots, prepares and prints the voter guide and administers the registration rolls.

- Municipal Elections: Candidates seeking office, Ballot Measures, Initiative (Elections Code 9214), Referenda (Elections Code 9236) 11360) are assisted by the City Clerk or Assistant City Clerk.

Political Reform Filing Officer for the Fair Political Practices Commission

Public officials must publicly disclose economic interests which may prohibit the official from certain legislative decisions that will result in a material financial effect on the official's economic interests.

- Statement of Economic Interest filings and reporting: Form 700
- Maintain and update the City's Conflict of Interest Code – Designated employees required to explain how they get their money and other financial interests.
- Campaign filings: Campaign Committees – Form 460 and 470
- Ethics Training: AB 1234

Accessing Public Information

DIGITAL ACCESS TO FPPC FORMS

Public officials must publicly disclose economic interests which may prohibit the official from certain legislative decisions that will result in a material financial effect on the official's economic interests.

<https://www.ssf.net/Departments/City-Clerk/Fair-Political-Practices-Commission-FPPC-Information>

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Form 700 - Statements of Economic Interest
Form 803 - Behested Payment Report
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Form 700 - Statements of Economic Interest

The City of South San Francisco's Office of the City Clerk is pleased to offer a new online filing system for the submittal of Statement of Economic Interest - Form 700. The Political Reform Act of 1974 requires persons holding specified public offices to file disclosures of investments, real property interests, and income within specified periods of assuming or leaving office and annually while holding the office.

Employees and Commissioners designated in the Conflict-of-Interest Code and certain consultants who hold positions that involve making or participating in the making of decisions, which may foreseeably have a material effect on the holder's financial interests also must file. People in these positions must file Statements of Economic Interests - Form 700 pursuant to the disclosure categories specified in that code.

[City of South San Francisco - Designated Filers](#)

[Filer Access Portal](#)

[Form 700 filing in the Public Access Portal](#)

[Fair Political Practices Commission \(FPPC\) - 87200 Filers](#)

Public officials are specified in the [Cal. Gov. Code §87200 et seq.](#), to include persons who manage public investments such as Councilmembers, City Attorney, City Manager, and Planning Commissioners. Additionally, candidates for elected positions are required to file a statement.

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Redacted Campaign Statements

The City of South San Francisco's Office of the City Clerk is pleased to offer a new online filing feature for our campaign financial disclosure. This portal will provide the capability for filers to complete and submit campaign finance disclosure forms online. It is an easy, convenient, and user-friendly way to file these forms. This new, free online service is available to any local committee, candidate, or officeholder that is required to file campaign disclosure documents with our office. This system will also accommodate Cal-Access filers who may use another professional software system allowing those filers to upload data from another system.

- [Filer Access Portal](#)
- [Campaign Forms](#)

Prior Elections: All documents are on file in the Office of the City Clerk. Contact us at [\(650\) 877-8518](tel:650.877-8518) or all-cc@ssf.net to request copies.

Getting Started and Help Guides

Via the Help Guides menu located at the bottom of the Navigation Pane, you will find a 3-5 step "Getting Started Guide" that will help you get up and running in the system, as well as additional Guides and Documentation to better facilitate your transition into electronic filing.

Requesting Public Information

California Public Records Act (PRA) requests

<https://www.ssf.net/Departments/City-Clerk/Services/Public-Records-Request>

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Animal Permit

Passport Services

Public Records Request

Building Permit Search

Medical Records Requests

Summons and Subpoenas

Public Records Request

Policy Regarding Access to Public Records

The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state because it gives the public an opportunity to monitor the functioning of their government. It is the City of South San Francisco's goal to provide the public with timely access to its public records.

Make a Public Records Request

The City Clerk's Office handles Public Records Requests in compliance with California's Public Records Act. In most cases your request will be fulfilled within 10 days. You can review previous requests and responsive documents, or submit a new request for public documents.

The California Public Records Act Government Code Section 6253(c): "Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or their designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. In unusual circumstances, it may be necessary to request a 14-day extension to provide a determination."

[Submit or Search Public Records Request >](#)

Questions?



Office of the City Clerk
City of South San Francisco



Office of the City Treasurer

City of South San Francisco

City Treasurer



Frank Risso
City Treasurer

Role of the City Treasurer

- Maintain an autonomous role for oversight and decisions relating to the investment and safe keeping of City funds.
- Independent of the City Council, who has the role and responsibility for City government including establishing City policies such as the City's Investment Policy.
- Function is defined by California Government Code Section 41001-41007 and guided by the City's Investment Policy.

SSF Investment Policy Objectives

The investment policies and practices of the City Treasurer are based upon federal, state, and local laws, as well as, prudent money management.

The primary objectives of these policies are, in priority order:

- To assure compliance with all federal, state, and local laws governing the investment of monies.
- Safety of Principal - To maintain the principal of the City's investments.
- Liquidity - To remain sufficiently liquid to meet all expenses.
- After safety and liquidity are assured, to generate the maximum amount of investment income or yield.

Types of Investments

City's Investment Policy and the Cal. Gov.'t Code allow the City to invest in the following provided the credit ratings of the issuers are acceptable to the City and approved percentages and maturities are not exceeded.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality (A)	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
US Treasury Securities	5 years	N/A	No Limit	No Limit
US Federal Agencies	5 years	N/A	No Limit	30%
US Based Supranational	5 years	AA	30%	10%
Corporate Medium Term Notes	5 years	A	30%	5%
Asset Back Securities	5 years	AA	25%	5%
Commercial Paper	270 days	A-1	20%	5%
Negotiable Certificates of Deposit	5 years	A-1	30%	5%
Municipal Securities	5 years	A	30%	5%
Local Government Investment Pools	Upon Demand	N/A	No Limit	N/A
Local Agency Investment Funds (LAIF)	Upon Demand	N/A	\$75 Million	N/A
Money Market Mutual Funds	N/A	AAAm	20%	N/A

(A) The City's Investment Policy includes credit ratings provided by Nationally Recognized Statistical Ratings Organizations (NRSRO), which are used frequently by investors and are used as benchmarks by federal and state agencies.

Source of Investment Funds

- Taxes:
 - Property taxes
 - Sales taxes
 - Transient Occupancy taxes
 - Franchise fees
- Licenses and permits
- Charges for Services
- Interest and rentals
- Intergovernmental



Treasury Oversight

REPORTING: Quarterly report detailing the investments of the City.

INVESTMENT OVERSIGHT COMMITTEE: The Committee, which consist of the City Treasurer, the City Manager, and the Finance Director, meets at least quarterly for the purpose of:

- Reviewing the portfolio to ensure compliance.
- Making policy change recommendations to the City Council.
- Meeting as needed to review marketplace change and any expected impact to City's portfolio.

Questions?



Office of the City Treasurer
City of South San Francisco



City Council

City of South San Francisco

Elected Officials



Mark Nagales
Councilmember
District 2



Mark Addiego
Vice Mayor
District 1



Eddie Flores
Mayor
District 5



Flor Nicolas
Councilmember
District 3



James Coleman
Councilmember
District 4

Government Structure

- General City Law
- Council-Manager form of Government
- City Council has 2 employees
 - City Manager runs day-to-day operations of the city
 - City Attorney keeps us legal

Role of City Council

- The governing body of the City of South San Francisco, elected position (four-year term)
- Establish local laws and policies by enacting ordinances and resolutions
- Determine how the City obtains and spends funds
- Appoint members to advisory/municipal boards and commissions

Role of City Council

- Provides direction to the City Manager
- Meets the second and fourth Wednesday of every month (meetings are open to the public)
- Holds various special meetings and study sessions to discuss issues in detail such as the budget, large development projects, etc. (meetings are open to the public)

Role of City Council

- Sits as the Successor Agency to the South San Francisco Redevelopment Agency, Industrial Development Authority, Surplus Property Authority, Capital Improvement Financing Authority and Recreation & Park District
- Represents the City on Regional and County committees/boards whose policies may impact South San Francisco

El Camino Real & Spruce Ave.

- New Safeway: Q2 2026 projected opening!
- Approx. 64K ft.² facility
- Approx. 8K ft² commercial space facing El Camino real
- Additional food/beverage retail expected!



VIEW FROM THE SOUTH ON EL CAMINO REAL

PLANNING RESUBMITTAL | SOUTH SAN FRANCISCO SAFEWAY | EL CAMINO REAL AND SPRUCE AVENUE | 10.13.2021

looney
architects
60.2

Questions?



City Council
City of South San Francisco

CONGRATULATIONS

TO THE CLASS OF 2025!!!



Citizens' Academy 2025
City of South San Francisco