

# City of South San Francisco

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## **CITY BOARDS, COMMISSIONS, AND COMMITTEES' HANDBOOK**

*"A Guide for Community Volunteers"*

*Prepared by the Office of the City Clerk  
(Revised: January 2023)*

## **City Council**

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*Mark Addiego, Councilmember (District 1)*

*James Coleman, Councilmember (District 4)*

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## **City Clerk**

*Rosa Govea Acosta, MMC*

## **City Treasurer**

*Frank Risso*

## **Interim City Manager**

*Sharon Ranals*

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## WELCOME



Welcome and thank you for your willingness to serve as a member of a City of South San Francisco advisory body. While the City Council sets the goals and priorities for the City and its commissions, board members play an essential role in City governance by assisting the City Council in addressing specific issues in detail, lending professional expertise, facilitating community decision-making, and serving as a primary conduit between residents, City staff and departments, and the City Council. The City Council appreciates your willingness to work in this capacity and hopes your experience will be stimulating, enjoyable, and satisfying.

The City of South San Francisco has a varying number of advisory bodies, each with distinct responsibilities. As a new advisory body member, you should familiarize yourself with the documents governing your body: these may include City ordinances, City Council resolutions, advisory body bylaws, relevant element(s) of the General Plan, and other documents, all available from your staff liaison. A review of these documents will help you get a sense of what your responsibilities are and what they are not.

This Handbook is designed to serve as a reference for the basic protocols that generally apply to all City advisory bodies. Along with familiarizing yourself with your advisory body's foundational documents, you may want to review agendas and minutes from recent meetings to see what current issues have been under consideration, as well as the advisory body's work program to familiarize yourself with current goals.

By signing this Handbook, each Commissioner agrees to the terms hereof.

## **MISSION STATEMENT**

The City of South San Francisco's mission is to provide a safe, attractive, and well-maintained City through excellent customer service and superior programs, and a work ethic that will enhance the community's quality of life.

To that end, we will strive to nurture a partnership with the community by recruiting a diverse and highly skilled workforce, being an active partner in quality education, and attracting and retaining a prosperous business community, all of which will foster community pride and understanding.

## **CORE VALUES**

The City and Employees of South San Francisco value our role in providing service to one another and the community.

As an organization, we are committed to:

- Strengthening each other and the organization through dedication and teamwork
- Recognizing and respecting diversity and encouraging opinions of the community and workforce
- Excellence and Service
- Encouraging creativity and supporting problem-solving
- Accepting responsibility and accountability
- Demonstrating integrity and honesty in all aspects of service
- Promoting and maintaining open and constructive communication
- Encouraging skill development and professional growth

## INTRODUCTIONS

### THE PURPOSE FOR ADVISORY BODIES



Advisory bodies play an essential role in City government by advising the City Council formulating and implementing policy. Advisory bodies also develop recommendations and present supporting information to the City Council. The Planning Commission has the authority to make final decisions; some decisions may be appealed to the Council.

The City of South San Francisco advisory bodies have been established by ordinance, except the Design Review Board, Housing Authority, and Measure W Citizens' Oversight Committee, which were established by resolution.

Committees are usually established to address projects or specific areas of concern. Task forces generally are given a defined period to accomplish their tasks and are known as ad hoc committees.

### SCOPE OF AUTHORITY

Advisory bodies are not involved in the administration or operation of City departments. Advisory body members may not direct administrative staff to initiate programs and may not conduct major studies or establish policy without the City Council's approval. City staff members are available to provide general staff assistance to the advisory body.

## CITY GOVERNMENT

### CITY COUNCIL

The city is a general law city with a Council-Manager form of government. Under this form of government, the City Council is the policy-making body, and the City Manager is responsible for carrying out Council policy. The city is governed by a five-member City Council consisting of the mayor and four Council Members. The Council Members are elected for four-year terms. Municipal elections are held every even-numbered year.

The City of South San Francisco transitioned from at-large elections to by-district elections.

## 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. The City Clerk has legal responsibilities described in California Government Code Sections 40800, et seq., the Elections Code, and City ordinance.

## CITY TREASURER

The City Treasurer is charged with investing City funds to achieve the maximum return on deposits, producing monthly reports to identify amounts and types of investment instruments, arranging payments on City bonds, coordinating financial transactions in cooperation with the Finance Director, and preparing property tax assessments for residents upon request. The City Treasurer is elected to a four-year term and is a part-time salaried position.

# APPOINTED POSITIONS

## CITY MANAGER

Subject to the City Council's approval, the City Manager performs a variety of duties designed to promote and further the City's interests. The City Manager provides general direction to the support staff and department heads, and directs, controls, and coordinates various City services and programs.

The City Manager meets with, provides information to, and receives direction from the City Council. The City Manager also advises the City Council on the City's fiscal affairs and assists the Council in developing goals and the City's planning framework. Additionally, the City Manager seeks alternative State and Federal revenue sources, coordinates the preparation and submission of grant applications, coordinates and promotes economic development activities, and researches and implements modern management practices.

## CITY ATTORNEY

The City Attorney directs and performs legal services on behalf of the City and its officers, boards, committees, commissions, and departments. The City Attorney attends the City Council, Planning Commission, and other official bodies' meetings on request. When requested, the City Attorney renders legal advice and opinions, prepares ordinances, resolutions, contracts, and other legal documents, and represents the City as legal counsel.



# ROLES AND PRACTICES

## APPOINTMENT PROCESS

Any resident interested in serving on an advisory body is invited to complete an application form and submit it to the City Clerk's Office. When a vacancy occurs, it is publicized, and applications of persons interested in serving on the particular body are accepted. Interviews are typically held during a Special Council Meeting, with the Council's appointment at the conclusion of interviews. Applications remain on file for one year. In compliance with the requirement of the Maddy Act, California Government Code Section 54970 et seq., a list of the City's boards and commissions is posted at City Hall and online each year by December 31 and updated as vacancies occur, and appointments are made.

## ELIGIBILITY REQUIREMENTS

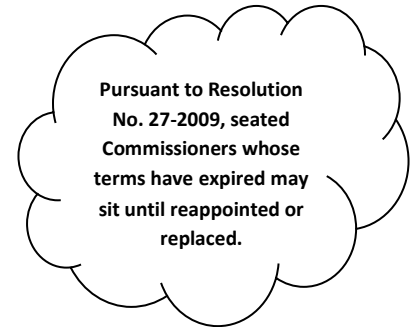
Applicants are required to be residents of the City of South San Francisco at the time of appointment and throughout their term. Upon appointment, the City Clerk or a deputized member of the City Clerk's Department swears in all new members.

## TERM OF OFFICE

Pursuant to Resolution No. 27-2009, the City Council will conduct meetings to interview board, commission, and committee applicants in December or January and May or June of each year.

The terms of office for advisory board members, except the Housing Authority Tenant Commission, Library Board, Parking Place Commission, and Traffic Safety Commission, shall be for a four-year term. The term of office for members of an ad hoc committee is generally for the life of the specific issue.

The City Council may reappoint board members, commissions, and committees to serve on other advisory bodies upon the expiration of their current terms of office or to the same commission. A board, commission, or committee member may not serve simultaneously on more than one City board, commission, or committee. However, a task force or committee member may also serve on another board, commission, committee, or task force. There are outside agency boards and commissions to which the City Council may appoint a current commissioner as the City's representative.



If an unscheduled vacancy occurs, the council may: (a) allow the seat to remain vacant until the next biannual meeting scheduled for interviews, so long as the vacancy does not cause the respective board or commission to lose its quorum; or (b) determine that an emergency exists and fill the seat immediately, provided that the person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to the recruitment procedures specified in Section 54974 and at the next biannual meeting held to conduct board and commission interviews; or (c) choose to approve the seated members' service on two legislative bodies until the next biannual meeting for board and commission interviews.

## **POWERS AND DUTIES**

### **AUTHORIZING DOCUMENTS**

The City Council approves the formation, composition, and responsibilities of all advisory bodies. Some advisory bodies, such as the Planning Commission, have duties delegated to the City Council under State law. All advisory bodies operate under Council control and direction and are responsible to the Council for compliance with the Council's annually adopted goals, policies, and priorities for the following fiscal year; the Municipal Code; and the Brown Act.

### **BYLAWS**

Each advisory body's operations, procedures, and duties are established in adopted bylaws. Bylaws are reviewed by the City Attorney and approved by the City Council.

### **RESIGNATION OR REMOVAL FROM OFFICE**

Committee and board members may be removed by a majority vote of the City Council following three excused or two unexcused absences during one fiscal year. An absence is considered excused when a committee or board member notifies the intended absence secretary at least 24 hours before the scheduled meeting time. All other absences are considered unexcused.

If an appointee resigns from office before the end of the term, the appointee shall send a letter announcing their resignation to the City Clerk. Copies will be forwarded to the City Council, the City Manager, and the staff liaison.

## MEETINGS

### MEETING TIMES

City advisory bodies meet regularly, usually monthly, or semi-monthly. All meetings are open to the public, including workshops and study sessions. The calling of a special meeting, or the cancellation of any regular meeting, must be coordinated between the Chair and staff and shall be subject to legal notice under the Brown Act. Advisory body members must also be notified in advance of the canceling or scheduling of any meetings.

### QUORUM

At any advisory body meeting, a majority of those currently appointed shall constitute a quorum to conduct business. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt motions. No business is transacted without a quorum.

### CHAIR AND VICE-CHAIR ELECTION

Each advisory body elects a Chair and a Vice-Chair annually, as specified in the bylaws.

### ATTENDANCE

Appointees to all boards and commissions are expected to attend all the meetings each year. Board, commission, and committee members should understand that the City's interest is best served by regular participation. Council amended its absenteeism policy for board, commission, and committee members on February 25, 2009. The policy allows the mayor to send a written communication to a member following a second absence from a regular meeting within 12 months. Upon receipt of the mayor's letter following a second absence, the board or commission member will have the opportunity to respond to the mayor's letter to explain the reason for the absences. The mayor will then report to the City Council regarding the absences. The City Council will then determine whether the absences were excused or if the board or commission member's removal is warranted.

### COMPENSATION

Board members receive a stipend of \$100 for each regularly scheduled and attended meeting, except members of the Housing Authority Tenant Commission, and Measure W Citizens' Oversight Committee. Board, commission, and committee members are not eligible for any other City-provided benefit.

## CODE OF CONDUCT

Board, commission, and committee members should avoid impropriety in the exercise of their official duties. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Council, boards, or commissions; the public; and staff.

Board, commission, and committee members should act with integrity and independence from improper influence as they exercise the duties of their offices. Members should be able to assert policy positions and opinions without fear of reprisal from fellow officials or citizens. Each member must be open and honest, strive to establish a good working relationship with other members of the group, and make every attempt to respect the other viewpoints.

Remember that the work accomplished in all groups is done to benefit all citizens of South San Francisco. Therefore, each member should represent the overall public good and not an exclusive group or a special interest. Public statements should always be approved and issued by the board or commission.

## STANDARD MEETING PROTOCOL

### PREPARING AND POSTING AGENDA

Staff in consultation with the Chair shall prepare agendas for advisory body meetings. The Title and Recommendation of each item on the agenda shall be descriptive and understandable to the public to conform to Brown Act requirements. The posted agenda also shall indicate when an opportunity is provided for members of the public to address the advisory body.

If an advisory body member or staff intends to bring up an item for discussion or action, staff must include the agenda item. Members of advisory bodies may request that the Chair or staff place any item within the advisory body's purview on a future agenda. Information items placed on an agenda may not be acted upon at the meeting.

The advisory body's staff liaison is responsible for preparing the meeting agenda and providing it to the City Clerk's Office for posting before the 72-hour posting deadline for regular meetings and 24-hour posting for special meetings. Notice of adjournment shall be posted at the door of the meeting within 24 hours of adjournment. Staff shall maintain a record of the agenda and notice of adjournment posting.

## PREPARING FOR MEETINGS

- ✓ Be prepared. Thoroughly review the agenda packet, including agenda reports and any other materials before the meeting. The issues that come before advisory bodies are important to the community and demand your consistent attention. In agreeing to serve on an advisory body, you commit to putting in the time required to prepare thoroughly for each meeting.
- ✓ If you have questions regarding the agenda or agenda report, contact the staff liaison before the meeting to clarify questions or request further information. This is preferable to you conducting your independent research. Conducting independent research may result in your unintentionally obtaining incorrect or out-of-date materials. Using City staff allows you to utilize their years of training and knowledge of citywide issues. Interaction with City staff should be respectful and professional; it should go through the board secretary, or the staff assigned to your commission.
- ✓ Introducing substantive and/or substantial new information relating to an agenda item that has not previously been provided to staff in sufficient time for staff review may result in the continuance of that agenda item.
- ✓ Know the responsibilities of your advisory body, as well as the limitations of your authority. As a member of an advisory body, you will be asked to provide recommendations to the City Council about specific issues. Keep in mind that your appointment does not empower you to direct or supervise City staff.
- ✓ Keep an open mind. An objective, balanced, and receptive approach will help you assess a given issue's facts and evaluate new ideas. When receiving written and oral public testimony, it will be necessary to differentiate between fact and opinion. Keeping an open mind will make it easier for you to understand all sides of an issue before making a judgment or taking a position.
- ✓ Minimize, or even avoid, contact with the project applicant, or project opponents before the meeting at which you will hear the matter in question. Such unilateral or "ex parte" communication is better handled by staff familiar with the issues, who will publicly and fully brief the commission at the appropriate time. Any ex parte communication should be disclosed when the commission hears the matter.
- ✓ Strive to appreciate differences in approach and point of view. Diversity of ideas sustains a thoughtful dialogue and a vibrant community. Likewise, take care to articulate your ideas: remember that your voice is a critical part of the dialogue.
- ✓ If you are unsure about something during the meeting, ask for clarification. On behalf of the public, your understanding of issues is important. Each advisory body has a city staff liaison to assist the members throughout the decision-making process.

## RULES OF DEBATE

### ROLE OF CHAIR



The Chair shall preserve order and decorum at all advisory body meetings, announce advisory body decisions, and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process. A good Chair A good Chair balances moving the discussion forward with allowing adequate time for all advisory body members and the public to participate, the Vice-Chair shall act as presiding officer.

### SECURING PERMISSION TO SPEAK

Any person or advisory body member desiring to speak shall address the Chair. Upon recognition by the Chair, the speaker shall confine comments to the question under debate, avoid all indecorous language and references to personalities, and abide by the following rules of civil debate. Once recognized, a participant shall not be interrupted except according to rules of parliamentary procedure (e.g., a point of order, parliamentary inquiry, question of privilege, or appeal of Chair are procedural rulings.

If one or more public speakers have questions, it is generally preferable for staff or the Chair to respond to such questions at the close of the public comment period. While an individual commissioner may have one or more questions for a person speaking under public comment, commissioners should minimize the questioning of persons speaking under public comments to avoid the appearance of debating that individual.

Public meetings will proceed smoothly if all participants keep the following tenets in mind:

- (1) We may disagree, but we will be respectful of one another.
- (2) All comments will be directed to the issue at hand.
- (3) Personal attacks shall be avoided.

### PUBLIC COMMENTS

Persons addressing the advisory body are encouraged, but not required, to fill out a speaker card and state their name audibly for the record. This is helpful for the Clerk recording the meeting. The time limit shall be as stated in the agenda or as directed by the Chair.

## SPOKESPERSON FOR GROUP PRESENTATIONS

Organized groups that wish to make a presentation longer than the time allowed in the agenda should contact the advisory body staff before the meeting.

## ADDRESSING THE ADVISORY BODY AFTER MOTION MADE

After the advisory body makes a motion, no person shall address the advisory body except upon the Chair's request.

# DECORUM OF MEETINGS

## PROCEEDINGS

- Start meetings on time. Keep the agenda in mind to give each item the appropriate time.
- Announce at the start of the meeting if the order of agenda items is to be rearranged for either convenience, response to those attending only items, or better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other. Give your full attention when others speak.
- Trust your good judgment on decisions.
- Keep in mind that people may be attending a meeting for the first time and may be unfamiliar with the advisory body procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns.
- Do not engage in side conversations or otherwise be distracted.
- Do not engage the public in debate.
- Remember that your advisory body exists to take action. It is not simply a discussion group or debating society.
- End meetings at a reasonable hour.

## PREPARING MOTIONS

Advisory body meetings are usually conducted according to parliamentary procedure. The Chair directs the meeting, and his/her rulings must be followed unless the body overrules them.

When a member wishes to propose consideration of a particular item on the advisory body's posted agenda, the member makes a motion. A motion goes through the following steps.

1. The member asks to be recognized by the Chair.
2. After being recognized, the member makes the motion: "I move that we..."
3. Another member seconds the motion: "I second the motion."
4. The Chair restates the motion and asks for discussion on the motion.
5. When the Chair determines that there has been enough discussion, the debate may be closed with: "Is there any further discussion?"
6. If no one asks for permission to speak, the Chair then puts the question to a vote: "All those in favor say aye." "All those opposed say nay." The Chair should restate the motion before the vote to ensure that all clearly understand the motion. Any member may request a roll call vote on a motion.
7. After the vote, the Chair announces the decision.

Properly phrasing a motion can be difficult, and corrections may be necessary before it is acted upon. Until the Chair states the motion, the member making the motion may rephrase or withdraw it. Only motions that are voted on will appear in the minutes.

## MEETING MINUTES

The staff liaison assigned to the advisory body is responsible for preparing the minutes of each meeting. Meeting minutes shall be a brief record of matters discussed and actions taken by the advisory body and adopted as "Action" minutes. The minutes shall also list the names of those persons speaking during the public comment period. Minutes should not reflect personal opinions and/or comments that do not directly relate to the advisory body's actions. Minutes of the meeting shall be submitted to the advisory body for approval at its next meeting and shall be signed by the Chair.



## LEGAL MATTERS

### THE BROWN ACT

City of South San Francisco advisory bodies are subject to State law governing both meetings and records. The California law governing open meetings is found in the California Code, Government Code, and Sections 54950-54962. It is popularly referred to as “The Brown Act.” The general intent is that advisory bodies act openly and that their records be open to the public. Exemptions may exist, and each body should orient new members on what, if any, exemptions exist for their meetings and records.

### MEETING TYPES

The Brown Act generally requires boards and commissions to conduct public meetings. A “meeting” is considered to take place any time a quorum of the advisory body gathers to discuss that body’s business; the Brown Act prohibits a quorum from meeting privately.

### REGULAR MEETINGS

The Brown Act requires each legislative body to set the time for regular meetings by ordinance, resolution, bylaws, or whatever specifies the conduct of that body’s business. Advisory body staff is responsible for identifying the type of meeting and posting all notices, including the agenda and notice of adjournment. City Council approves all changes in bylaws, including the change of scheduled meeting dates and times.

Under City Council policy, meetings are generally held at City Hall or other City facilities. Meetings may be held outside City facilities when City space is not available. Neighborhood meetings will be held outside City facilities.

### SPECIAL MEETINGS

Special meetings may be held at a different time or place to discuss specific issues noted on the meeting agenda if the meeting has been properly noticed.

### ADJOURNMENT OR CONTINUANCE

A legislative body may adjourn or continue any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment or continuance.

## E-MAIL COMMUNICATIONS BETWEEN MEMBERS



The Brown Act specifically prohibits “any use of direct communication, personal intermediaries or technological devices . . . employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body.”

Because e-mail communication can ultimately lead to the exchange of information intended to, or which may create, collective concurrence among a quorum of advisory body members, e-mail communications between advisory body members relative to advisory body business should be avoided. While two members of a five-member body, for example, may appropriately communicate with one another by way of e-mail, the forwarding of such an e-mail message to a third or subsequent member would result in a Brown Act violation.

## SOCIAL MEDIA

Board, commission, and committee members should exercise caution when using social media and posting City business, including personal comments posted using your title in the signature, Facebook, Twitter, YouTube, Snapchat, Nextdoor, etc. Remember, once something is out on the internet and in cyberspace, it cannot be retrieved, and a retraction may go unnoticed. Social media posts are not City-approved press releases unless posted on staff-controlled media.

## APPEALS

Any person who believes that a final action of an advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

The City Clerk must receive planning Commission appeals within ten (10) calendar days following the date of the action from which such appeal is being taken. The filing fee determined by the City’s most current fee schedule must accompany appeals.

## AB 1234 – ETHICS TRAINING REQUIREMENT

Each member shall receive two hours of training in general ethical principles and ethics laws relevant to their public service every two years. New members must receive this training within their first year of service on a commission.

## CONFLICT OF INTEREST

In general, all board, commission, and committee members must represent their community openly and honestly. In doing so, individuals must avoid placing themselves in a position that tends to bring their private interests into conflict with their official duties. The State of California enacted the Political Reform Act in 1974.

The Political Reform Act requires every public official to disclose economic interests, such as investments, interests in real estate, or sources of income, that the official may affect by exercising his or her official duties. Suppose a public official has a conflict of interest. In that case, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision or using his or her official position to influence a governmental decision.

Upon appointment, the City's Conflict of Interest Code may require advisory body members to declare personal financial information by filing a Statement of Economic Interest (Form 700). Upon appointment, the City Clerk shall provide the advisory body member with the documents necessary for filing. Planning Commissioners are subject to full disclosure (ref. GC Section 87200).

### RECUSING YOURSELF

The City of South San Francisco has adopted a Conflict-of-Interest Code. No person shall make or participate in a government decision that he or she knows, or has reason to know, will have a reasonably foreseeable material financial effect distinguishable from its impact on the public generally.

The City Attorney is available to help advisory body members decide if they should declare a disqualification on any issue. Again, the City Attorney will provide guidance in determining whether an advisory body member should recuse from acting on the item. By law, the minutes of that meeting must state the reason for the recusal.

### COMMUNICATION WITH THE PUBLIC OUTSIDE OF MEETINGS

Members of those advisory bodies that act in quasi-judicial capacity (i.e., review permit applications or hear appeals) may be prohibited from communicating about certain agenda items with members of the public outside of public meetings. Members of these advisory bodies should consult their respective advisory body bylaws to ascertain whether such a prohibition exists.

## CITY OF SOUTH SAN FRANCISCO Boards, Commissions, and Committees

### BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

The committee, together with City staff, provides the following services to the residents of the City of South San Francisco:

- Identifies capital improvement projects that address bicycle and pedestrian access or safety issues.
- Receives input from residents, businesses, and the Council and other committees/commissions regarding bicycle and pedestrian activities.
- Maintains a BPAC web page to disseminate bicycling and pedestrian information to the community.
- Conducts educational awareness campaigns to improve the safety of bicyclists and pedestrians.
- Reviews and recommends grant applications.

Meetings	Location	Time	Stipend
Committee meetings are held on the first (1st) Wednesday of every month.	City Hall CM Conference Room 400 Grand Avenue	6:00 p.m.	\$100 stipend per regularly scheduled meeting.

### CONFERENCE CENTER AUTHORITY

The authority's purpose is to manage, operate, maintain, and promote the South San Francisco Conference Center.

Meetings	Location	Time	Stipend
Commission meetings are held on the third (3rd) Monday of every other month.	South San Francisco Conference Center 255 South Airport Blvd.	5:15 p.m.	\$100 stipend per regularly scheduled meeting.

## CULTURAL ARTS COMMISSION

The commission's purpose is to encourage and promote cultural arts activities within the community and act as an advisory body to the City Council on matters about the arts and cultural affairs.

Programs administered by the commission include the following:

- Acquisition and exhibit of public art.
- Sponsorship of art events, including the annual Youth Art Show.
- Youth Scholarship Program.

Meetings	Location	Time	Stipend
Commission meetings are held on the third (3rd) Thursday of every month.	Betty Weber Room Municipal Services Bldg. 33 Arroyo Drive	6:30 p.m.	\$100 stipend per regularly scheduled meeting.

## DESIGN REVIEW BOARD

The Design Review Board is an advisory board to the Planning Commission that provides advice on new development projects and exterior changes to existing buildings. The Design Review Board's goal is to encourage better design and site planning that enhances the character of the city and ensures that new development fits sensitively into neighborhoods.

Meetings	Location	Time	Stipend
Board meetings are held on the third (3rd) Tuesday of every month.	City Hall Annex Conference Room 315 Maple Avenue	4:00 p.m.	\$100 stipend per regularly scheduled meeting.

## EQUITY AND PUBLIC SAFETY COMMISSION

The Commission on Equity and Public Safety is organized to make recommendations regarding policies and procedures that impact equity, safety, and security across City departments. This Commission bolsters community participation and decision making and increases transparency and accountability. The Commission on Equity and Public Safety focuses on a holistic approach to community safety and applies an equity lens to advance equitable practices in housing, social services, policing, and other areas.

The Commission was developed as a key recommendation from the prior SSF Commission on Racial and Social Equity, which was tasked to meet for one year and produce a Racial and Social Equity Action Plan.

Meetings	Location	Time	Stipend
Commission meetings are held third (3 <sup>rd</sup> ) Monday of every month.	City Hall Annex Conference Room 315 Maple Avenue	6:00 p.m.	\$100 stipend per regularly scheduled meeting.

## HOUSING AUTHORITY COMMISSION

The Housing Authority Commission was established in 1941 pursuant to the State of California laws to transact business and to have powers as defined therein. It is regulated by the U.S. Department of Housing and Urban Development (HUD). The commission approves bids that are awarding for any work to be done in authority (e.g., painting, tree trimming, and landscape maintenance), and changes to all policies, lease agreements, and contracts.

The project, located at 350 C Street, was built during the 1940s and was known as Industrial Village. The City of South San Francisco purchased the project in 1955 and created the Housing Authority. The Housing Authority owns and manages one facility with 80 units in the C Street housing complex.

The Housing Authority is self-sustaining, with oversight from the Department of Housing and Urban Development (HUD). The HUD conducts yearly audits. The City Council appoints seven members (*two appointees shall be tenants*) to the commission.

Meetings	Location	Time	Stipend
Commission meetings are held on the second (2nd) Monday of every month.	Housing Authority 350 C Street	6:00 p.m.	\$100 stipend per regularly scheduled meeting, except for Tenant appointees.

## LIBRARY BOARD

The Library Board works in conjunction with the Library Director to:

- Develop a plan of service.
- Evaluate and advise Council and staff on the need for services and programs.
- Adopt policies as necessary for the administration of the library.

Meetings	Location	Time	Stipend
Board meetings are held on the fourth (4th) Tuesday of every month.	Main Library – Auditorium 840 West Orange Ave.	6:00 p.m.	\$100 stipend per regularly scheduled meeting.

## MEASURE W CITIZENS' OVERSIGHT COMMITTEE

The committee shall meet with the City's independent auditor at the initiation of each annual financial audit process to outline issues of particular interest to the committee and be briefed on the independent auditor's plan for the audit scope and schedule.

The committee shall review the annual audit prepared by the City’s independent auditor related to the prior fiscal year’s collection and expenditure of revenue from the tax authorized by Measure W. The committee shall meet with the City’s independent auditor to receive the audit findings in advance of the presentation of the final audit report to the City Council. The committee shall report in writing to the City Council regarding the accuracy of the auditor’s findings regarding the Measure W revenues and expenditures.

The committee’s annual report shall offer independent verification regarding the independent auditor’s findings related to whether the funds collected are being spent in accordance with the terms of Measure W. The committee’s report shall be transmitted through the City Manager’s Office to the City Council for consideration at a City Council meeting. The committee shall serve in an advisory role to the City Council.

To preserve the integrity and independence of the oversight process, committee members shall not have a formal role in contracting, project management, or any other aspect related to the use of revenue generated pursuant to Measure W.

<b>Meetings</b>	<b>Location</b>	<b>Time</b>	<b>Stipend</b>
Committee meetings are held on the first (1st) Wednesday of every month.	Betty Weber Room Municipal Services Bldg. 33 Arroyo Drive	6:30 p.m.	No stipend

**PARKING PLACE COMMISSION**

The commission’s purpose is to acquire, administer, maintain, operate, manage, and enforce the rules governing parking spaces and parking lots located within Parking District No. 1, which encompasses most of the downtown business district. Exercise powers are outlined in the Streets and Highways Code of the State of California.

<b>Meetings</b>	<b>Location</b>	<b>Time</b>	<b>Stipend</b>
Commission meetings are held the second (2nd) Tuesday of every month.	Corporation Yard Conference Room 550 N. Canal Street	5:00 p.m.	\$100 stipend per regularly scheduled meeting.

**PARKS & RECREATION COMMISSION**

The commission provides staff with direction in the areas of recreation programming, policies, and fees. It conveys citizen concerns, advocates for the parks and recreational needs of the community, and oversees programs that include childcare, aquatics, special events, sports, picnic and facility rentals, and senior services.

The commission oversees facilities, including Orange Memorial Pool and Recreation Building, Magnolia Center, Terrabay Gymnasium, Siebecker Center, Westborough Recreation Building, Joseph A. Fernekes Recreation Building, and the Municipal Services Building. Commission members participate in planning for new recreation facilities, playgrounds, and parks, and serve as the appeal body for the City's Tree Ordinance.

<b>Meetings</b>	<b>Location</b>	<b>Time</b>	<b>Stipend</b>
Commission meetings are held the third (3rd) Tuesday of every month.	Community Room Municipal Services Bldg. 33 Arroyo Drive	7:00 p.m.	\$100 stipend per regularly scheduled meeting.

## PERSONNEL BOARD

The board administers the Civil Service System by making recommendations to the Council on personnel matters, including changes in employment rules and regulations, recruitment and selection oversight, grievances, and working condition hearings.

<b>Meetings</b>	<b>Location</b>	<b>Time</b>	<b>Stipend</b>
Board meetings are held quarterly on the third (3rd) Tuesday of January, April, July, and October.	City Hall CM Conference Room 400 Grand Avenue	6:00 p.m.	\$100 stipend per regularly scheduled meeting.

## PLANNING COMMISSION

The commission makes recommendations as to the orderly physical growth and development of the community concerning land subdivision, planning, and zoning, and on matters of zoning changes, variances, special use permits, parcel maps, subdivision maps, and other related matters.

<b>Meetings</b>	<b>Location</b>	<b>Time</b>	<b>Stipend</b>
Commission meetings are held the first (1st) and third (3rd) Thursdays of every month.	Community Room Municipal Services Bldg. 33 Arroyo Drive	7:00 p.m.	\$100 stipend per regularly scheduled meeting.



## TRAFFIC SAFETY COMMISSION

The Traffic Safety Commission shall be an advisory body to City staff on traffic facilities and planning matters. The Traffic Safety Commission's fundamental responsibility shall be to advise and make recommendations to City staff on policy, programming, improvements, operation, and maintenance of traffic facilities throughout the City.

Meetings	Location	Time	Stipend
Commission meetings are held the second (2nd) Tuesday of every month.	Corporation Yard Conference Room 550 N. Canal Street	Immediately following the Parking Place Commission meeting after 5:00 p.m.	No stipend.

## YOUTH COMMISSION

The South San Francisco Youth Commission seeks to address youth issues through collaboration with the City Council and SSFUSD School Board. This is an opportunity for students and youth to engage in local government while learning about how decisions made affect daily life and how boards and commissions are involved in the process. Youth will have an opportunity to express their voice on pressing issues in South San Francisco.

Meetings	Location	Time	Stipend
Commission meetings are held the first (1st) Monday of every month.	City Hall CM Conference Room 400 Grand Avenue	6:30 p.m.	\$100

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have received and read the City Boards, Commissions, and Committees' Handbook and agree to all terms herein.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**List Board, Commission, or Committee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**Please return this page to the Office of the City Clerk, 400 Grand Avenue, South San Francisco, CA 94080. If you have any questions, please contact the staff member assigned to your commission.**