



MINUTES

SPECIAL MEETING

MEASURE W CITIZENS' OVERSIGHT COMMITTEE CITY OF SOUTH SAN FRANCISCO

**THURSDAY, APRIL 21, 2022
6:00 p.m.**

TELECONFERENCE MEETING

This meeting is being held in accordance with the Brown Act as currently in effect under the provisions of Assembly Bill 361 which allows attendance by members of the Measure W Citizens' Oversight Committee, City staff and the public to participate and conduct the meeting by teleconference. Teleconference locations are not open to the public.

CALL TO ORDER

Chair Zemke called the meeting to order at 6:00 p.m.

ROLL CALL

Committee member DeGuzman, present
Committee member Del Rosario, present
Committee member Rey, absent
Committee member Romero (alternate), present
Vice Chair Brosnan, present
Chair Zemke, present

AGENDA REVIEW

No changes.

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

- Mina Richardson

MATTERS FOR CONSIDERATION

1. Welcome and Introductions

Chair Zemke conducted introductions of members and staff introduced themselves to the members and public.

2. Presentation to the Committee Regarding an Overview of Committee Roles and Responsibilities. (Alexandra Wolf, Assistant City Attorney)

Measure W is a half-cent sales tax (0.5%) approved by voters on November 3, 2015, with the taxation in effect on April 1, 2016. A general tax for any valid governmental purpose contributes to the maintenance and enhancement of local services. Measure W tax revenue and expenditures are reviewed and reported on by members of the Citizen's Oversight Committee. Assistant City Attorney Wolf presented the report and provided an overview of the scope of responsibilities. The Brown Act/open meeting laws and state conflict of interest rules apply to members.

The committee's authority is restricted to that delegated to it by the City's citizens and City Council. Members are required to examine the City's annual financial audit and the Measure W tax findings. The City's financial accounts are audited every year, and the collection and expenditure of Measure W tax income are examined. Members must meet with the independent auditor to receive the audit plan and audit findings for Measure W tax collection and expenditures. The COC examines whether Measure W monies are being spent according to the terms of the measure.

The COC is not responsible for contracting, project management, or any other part of the Measure W tax revenue to protect the oversight process's integrity and independence. The COC has no authority over whether Measure W funds are spent appropriately at the project level.

Chair Zemke requested that a link to the presentation be emailed to members. City Clerk Govea Acosta indicated that the presentation was uploaded to the website and emailed to members.

The following individual provided public comment:

- Mina Richardson

In response to the public comment received by Mina Richardson, City Clerk Govea Acosta indicated that members of the Measure W COC do not have term limits.

3. Informational report on Measure W fund balance and expenditures for FY 2021-22 and construction update. (Jason Wong, Acting Director of Finance, Jake Gilchrist Director of Capital Projects, Philip Vitale, Deputy Director of Capital Projects and Matt Ruble, Principal Engineer)

Acting Director of Finance Jason Wong presented the report and provided an overview of the Measure W revenues and expenditures outside the city's General Fund. Committee Member Del Rosario requested clarification on the projects and funding. Director of Capital Projects Jake Gilchrist provided an overview of funding and project timelines. Vice-Chair Brosnan expressed his concern about the lack of parking in the new Police Station and noted the importance of planning accordingly for future projects.

Principle Engineer Matt Ruble presented the Pavement Rehabilitation Program and an overview of expenditures and estimated project completion dates. Vice-Chair Brosnan thanked staff for their commitment to improving road conditions throughout the city. Committee Member Del Rosario requested clarification on the total rehabilitation cost of \$24 million and completion dates.

Director of Capital Projects Philip Vitale presented the proposed Orange Memorial Aquatic Center project, including funding and project timeline. Vice-Chair Brosnan inquired about the proposed building size and pool use. Director Vitale indicated that the project continues to be evaluated, but staff will ensure that the soccer field continues to be a usable space for the community.

Committee Member De Guzman requested clarification on the bond process, fund balance carryover, and fiscal audit year. Acting Director of Finance Wong provided an overview of the proposed bond and 2046 maturity date (25-year bond) and fund balance carryovers. He indicated that the city's fiscal year ends June 30th, and audit reports are available online. Vice-Chair Brosnan expressed his concern with current committee reports showing gross revenues and expenditures only, noting that members received detailed reports of expenditures in the past. City Manager Futrell provided an overview of the expenditures process and indicated that staff would form a subcommittee of two members, as appointed by the Chair, to determine future accounting reports.

Chair Zemke appointed Vice-Chair Brosnan and Committee Member Del Rosario to serve as members of the subcommittee.

The following individual provided public comment:

- Mina Richardson

ADJOURNMENT

Being no further business Chair Zemke adjourned the meeting at 7:35 p.m.

Submitted by:

Approved by:

Rosa Govea Acosta, MMC, CPMC
City Clerk

William Zemke
Chair

Approved by the Measure W Citizens' Oversight Committee: ____ / ____ / ____