



**MINUTES**  
**JOINT MEETING**  
**OF THE LIAISON STANDING**  
**COMMITTEE OF THE SOUTH SAN**  
**FRANCISCO CITY COUNCIL AND THE**  
**SOUTH SAN FRANCISCO**  
**UNIFIED SCHOOL DISTRICT**

P.O. Box 711 (City Hall, 400 Grand Avenue)  
South San Francisco, California 94083

Meeting will be held at:

CITY HALL CONFERENCE ROOM  
400 GRAND AVENUE  
SOUTH SAN FRANCISCO, CA

FRIDAY, JUNE 15, 2018  
3:00 p.m.

Call to Order.

TIME: 3:00 p.m.

Roll Call.

PRESENT: Trustee Acosta, President Lujan,  
Mayor Normandy and Mayor Pro  
Tem Matsumoto.

Agenda Review.

None.

Public Comments.

Tony Alejandre, South San Francisco Youth Soccer League, requested a process for field allocations.

Bob Richardson discussed limited field space for games and suggested additional portable restrooms. He suggested message boards to congratulate graduates.

1. Motion to Approve the Minutes of the meeting of March 23, 2018.

Motion – President Lujan /Second – Trustee Acosta: to approve the Minutes of the meeting of March 23, 2018. Unanimously approved.

2. Review of Joint Powers Agreement – Field and Facility Access and maintenance obligation (Sharon Ranals)

Director Ranals provided an overview of the Joint Powers Agreement, historical practice for priority of use, and current practice of first come first served which was inconsistent with the JPA.

Mayor Pro Tem Matsumoto stated she had received concerns as well.

Trustee Acosta stated revisions to the policy were made without taking the JPA into consideration.

Superintendent Moore stated no decision had been made and she would work with Mr. Krause and his team to ensure adherence to the JPA.

Mayor Pro Tem Matsumoto stated residents paid for the facilities.

Trustee Acosta discussed use of the pool and exclusive use by the City in the summer.

Director Ranals discussed low use of El Camino

In response to Mayor Normandy, Superintendent Moore discussed permits submitted by Star Academy.

Trustee Acosta stated, based on the JPA, non-profits with 51% resident participants had priority over Star Academy and stated South San Francisco High School pool was a better location.

City Manager Futrell asked if permits would be pulled to allow local residents and the City the opportunity to apply. Superintendent Moore stated they would discuss the matter with the Board.

Director Ranals stated it seemed as if some decisions were made at the site level and they should be informed of the JPA.

President Lujan suggested the Board discuss the process for principal approvals.

Director Ranals offered to attend staff meetings or meet with principals.

Mayor Normandy stated staff would attend the Board meeting to relay the City's interests.

Trustee Acosta suggested the matter be placed on the Board's July meeting.

3. After School Programs at SSFUSD Campuses (Sharon Ranals)

Director Ranals discussed after school and childcare programs and reminded the committee of the MOU on expanding childcare. She requested the School District provide advanced notice of needs.

Trustee Acosta asked about use of the gymnasium at Spruce School. Director Ranals stated it was not currently used for after school programs. She stated there was still a

waiting list at Buri Buri even after the expansion.

City Manager Futrell stated the City was open to expanding if there was space.

Superintendent Moore discussed limitations on space.

Trustee Acosta asked if the Children's Center was at capacity. Superintendent Moore stated they would discuss the matter at the upcoming meeting.

Director Ranals offered collaboration and/or attendance at Board meetings.

Trustee Acosta asked if there were any options at Monte Verde. Supervisor Armanino stated they used two portables and the auditorium.

Director Ranals suggested the possibility of use of classrooms for after school programs.

4. SSFUSD STEM Summer School/City extended day program cancelled due to insufficient registration (Sharon Ranals)

Director Ranals informed the Board that the City was invited to conduct a half day program to complement the STEM summer school but there was insufficient registration.

Trustee Acosta stated she discussed the matter at the June 14 Board meeting and addressed the need for additional communication with the parents, students and community.

Director Ranals suggested the possibility of fundraising to make the program free to students in need. Supervisor Armanino stated the program cost \$600 for middle school and \$462 for elementary.

Superintendent Moore discussed the Board's efforts to garner enrollment.

City Manager Futrell acknowledge the progress of the program.

Director Ranals discussed the timing of the registration coordinating with summer school enrollment.

Mayor Normandy encouraged young women to participate in STEM and work with the biotechs.

Trustee Acosta announced the one day workshop at Skyline.

5. Renewal of parking lot agreement at Orange Avenue Main Library (Valerie Sommer)

City Manager Futrell explained the portion of the parking lot that belonged to the School

District and parking lot use agreement.

Superintendent Moore stated legal counsel was reviewing the agreement.

6. Childcare (Diana Lujan)

President Lujan stated childcare would be discussed by the Board on June 21. She suggested coordinating School District and City registration times and/or providing common messages.

7. Park at Sunshine Gardens Elementary School (Diana Lujan)

President Lujan acknowledged opposing views on whether or not to have a park at Sunshine Gardens Elementary School.

Trustee Acosta stated the issue arose in 1998 and again in 2015. She stated she had also heard mixed emotions.

City Manager Futrell discussed the 2015 proposal for a tot lot and opposition received. He stated there was a petition currently circulating to request a park. He announced the Sunshine Garden Neighborhood meeting on July 2 to discuss undergrounding utilities, traffic and parking but anticipated a park might be brought up.

Mayor Pro Tem Matsumoto stated the Board and the City needed to come to an understanding before going out to the community.

Trustee Acosta suggested a joint meeting of the full Board and full Council to discuss the pros and cons prior to community input. Mayor Pro Tem Matsumoto concurred.

City Manager Futrell stated he would work with Dr. Moore to schedule a joint meeting.

Mayor Normandy suggested sharing the 2015 rendering.

Director Ranals introduced Jake Gilcrest, City Landscape Architect, and provided the conceptual plan for a park at Sunshine Garden Elementary School.

City Manager Futrell stated he did not have clear knowledge of the neighborhood desires.

8. Campus Beautification (Shawnterra Moore)

Superintendent Moore discussed the suggestion to focus on fields and campus beautification day.

Mayor Normandy discussed the importance of bringing the community in to campus beautifications.

Director Ranals reminded the group of Mayor Pro Tem Matsumoto's group Improving Public Places.

9. Approval on use of Community Benefit Funds (Shawnterra Moore)

Superintendent Moore discussed the quote for Buri Buri.

Director Ranals stated the quote was for turf and irrigation, not to create a baseball field and expressed hope of collaborating with the District.

Architect Gilchrist expressed concern with the scope of work.

Superintendent Moore ensured City and community involvement.

City Manager Futrell asked about replacement of dugouts and the back stop.

Mayor Pro Tem Matsumoto stated it should not be the City's responsibility and requested additional information.

Trustee Acosta stated the Board was under the impression that the quote was for restoring the fields to the original state.

Superintendent Moore stated they would contact the bidder and return the Board as needed.

City Manager Futrell stated Mayor Pro Tem Matsumoto asked if the funds could be used to repair Martin School but they were Park In Lieu Fees not Community Benefit Fees.

10. Update on playground equipment at Ponderosa Elementary School (City staff)

City Manager Futrell discussed parents' requests to replace playground equipment and the unsuccessful Kaboom grant application.

Superintendent Moore reminded the committee that two City members had wanted to tour the facility. City Manager Futrell stated he was unaware if the need still existed.

Trustee Acosta stated the equipment was not usable for the after school programs.

Supervisor Armanino stated the equipment was for 3 to 5 year olds.

Director Ranals recalled the request to replace pre-school equipment, which would reduce the number of swings.

Superintendent Moore stated the District agreed to split the cost with the School and the

additional idea to split it three ways with the City.

#### Items from Committee

City Manager Futrell requested consideration of the meeting schedule. Mayor Normandy recommended retaining the July 27 meeting and then meet every other last Friday of the month.

Mayor Pro Tem Matsumoto requested discussion of the Fox Ridge surplus property for potential housing. Mayor Normandy requested providing the minutes from the prior discussion. President Lujan discussed surveys and research regarding workforce housing. Trustee Acosta stated the Board met in April 2017 meeting regarding surplus properties. President Lujan discussed districts proceeding with developing workforce housing. Mayor Pro Tem Matsumoto discussed benefits of workforce housing for teachers.

Mayor Pro Tem Matsumoto expressed concern with homeless students and offered to assist with fundraising. City Manager Futrell discussed the homeless count in South San Francisco and the affordable housing crisis. Trustee Acosta stated resources were prioritized for homeless families. Mayor Pro Tem Matsumoto stated the City would share information on resources. Trustee Acosta requested information on backpack donations. Mayor Pro Tem Matsumoto suggested an adopt a classroom or school program. Trustee Acosta discussed the loss of the North Peninsula Neighborhood Services.

Mayor Pro Tem Matsumoto requested exploration of technical programs at Bayden. Superintendent Moore discussed efforts to determine needs of homeless foster youth. Trustee Acosta stated she had requested a presentation for the Sheet Metal workers.

City Manager Futrell requested the opportunity to tour Fox Ridge.

Adjournment.

Being no further business, the meeting was adjourned at 4:19 p.m.

Submitted by:

Approved by:

Gabriel Rodriguez  
Deputy City Clerk  
City of South San Francisco

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Liaison Standing Committee Member  
City of South San Francisco