



**MINUTES**  
**SPECIAL MEETING**  
**OF THE**  
**SCHOOL DISTRICT LIAISON STANDING**  
**COMMITTEE OF THE CITY COUNCIL**

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

Meeting will be held at:

BOARD ROOM, SOUTH SAN FRANCISCO  
UNIFIED SCHOOL DISTRICT  
398 B STREET  
SOUTH SAN FRANCISCO, CA

FRIDAY, DECEMBER 7, 2018  
3:00 p.m.

1. Call to Order. TIME: 3:08 p.m.
2. Roll Call. PRESENT: Mayor Normandy, Mayor Pro Tem Matsumoto, President Lujan, and Trustee Murray (arrived at 3:18 p.m.)
3. Public Comments.

Elisa Nunez thanked the School Board for cleaning up the Alta Loma field and expressed concern about access to the Westborough Middle School field.

Matters for Consideration

1. Motion to approve the Minutes from the meeting of July 27, 2018

Motion – Mayor Normandy / Second – Mayor Pro Tem Matsumoto to approve the Minutes from the meeting of June 15, 2018 correcting the title for Superintendent Moore on page 2.

Approved by roll call vote: Yes: 3 – Mayor Normandy, Mayor Pro Tem Matsumoto, and President Lujan.

2. Proposed Expansion of Before and After School Program and Buri Buri Elementary (Mike Futrell, City Manager)

City Manager Futrell introduced the item.

Director Ranals discussed the waiting list and possible expansion of the Before and After School Program at Buri Buri school.

Superintendent Moore stated the School District had sent a request for expansion to serve no more than 50 children at Buri Buri. She stated there was an interest in moving forward as soon as possible.

Director Ranals discussed the need to expand the licensing and requested. Superintendent Moore stated the Exploratorium was the proposed location.

Kelli Cullinan, Park and Recreation Program Supervisor, requested a written notification and documentation to proceed with the licensing process.

Claire Ramsey, PTA President of Buri Buri, urged implementation as soon as possible.

3. Update on the \$1 million in Community Benefits (School Board Liaisons)

President Lujan stated the School Board had identified Buri Buri and held a community meeting to present the conceptual design including baseball and youth soccer field. She indicated there was not much input on the field rather more about operational aspects. She stated staff was working to update the design based on community feedback and the matter would be presented to the Board of Trustees on December 13, then to the City Council for approval and consideration.

City Manager Futrell asked when the Council could consider the plan. President Lujan stated the Council could consider it after December 13.

Superintendent Moore inquired about the funding process for Park in Lieu fees. City Manager Futrell stated that the funding will be processed in a timely manner.

Director Ranals discussed the need to address the access issue when presenting to Council since it was City maintenance.

4. Field maintenance, usage, and policy (Liza Normandy, Mayor and Diana Lujan, SSFUSD School Board President)

Mayor Normandy introduced the item.

City Manager Futrell indicated the issue of priority in the reservation system and City's interest in resolving and nailing down a policy the community could buy into. He stated it might be necessary to reexamine the JPA. He suggested the City should be involved in the conversation and come up with joint recommendations then come back to the Liaison Committee before the full Council and full Board.

President Lujan discussed the City's policy and discussion by the School District on a policy. She stated the field usage policy concern had not recently been raised often.

Superintendent Moore stated the Board received feedback, clarified prioritization and created administrative regulations. She introduced the new staff.

President Lujan explained the difference between Board policy and Administrative regulations.

SSSFUSD Trustee Mina Richardson, stated parents were frustrated with being denied use of the fields. She suggested providing a reason for denial and asked about fees.

President Lujan suggested providing Trustee Richardson with the policy and administrative regulations.

Trustee Richardson stated the fields needed regularly scheduled maintenance. She discussed the importance of sports to children.

President Lujan concurred that sports and community engagement were important to youth.

5. Introduction of the Youth Advisory Council Pilot Project (Karyl Matsumoto, Mayor Pro Tempore)

Mayor Pro Tem Matsumoto discussed her passion in mentoring youth and bringing them into City government. She discussed the formation of the Youth Advisory Council.

Heather Enders, Executive Assistant to the City Manager, provided an overview of the Youth Advisory Council. She stated there were currently 18 members and she summarized the participation and activities of the Youth Council.

Mayor Pro Tem Matsumoto discussed the possibility of internships for some of those participating in youth in Government Day. She discussed the Youth Advisory Council's involvement in voter registration.

President Lujan asked if the program was at capacity or could be expanded. Ms. Enders discussed the extreme amount of staff time but worthwhile endeavor.

6. Possible field use committee

President Lujan questioned whether there was a better body to discuss field concerns, perhaps staff to staff.

Mayor Normandy disagreed and stated it was important to understand the JPA.

President Lujan agreed that parents should come to the Council and Board. She anticipated the need for revisions to the JPA and suggested standing meetings for City and School District staff to discuss field concerns.

In response to Trustee Richardson, President Lujan anticipated the makeup to be City staff and District staff that oversaw fields. Ms. Richardson discussed the frustration of parents.

Kelli Cullinan, Park and Recreation Program Supervisor discussed the importance for City and District staff to meet and discuss the needs of the community.

Director Ranals agreed that the staffs should be meeting and referenced the prior communication breakdown.

Mayor Pro Tem Matsumoto suggested the Parks and Recreation Commissions also be involved.

Superintendent Moore agreed that some JPA issues could be resolved at the staff level.

7. Future of Big Lift Preschool Program (Sharon Ranals, Director of Parks and Recreation)

Director Ranals provided an update on the Big Lift Preschool Program. She discussed the uncertainty of funding for next year.

City Manager Futrell explained that the funding in Washington was cut with the Trump Administration.

Director Ranals stated the City did not offer State subsidized spaces but the District's funding impact might be different.

Superintendent Moore discussed the gap in funding and fundraising efforts. She provided statistics on the positive impact of the program.

Kelli Cullinan, Park and Recreation Program Supervisor, stated that the City's preschool program is a year-round.

Mayor Pro Tem Matsumoto stated the City took on the program because it was passionate about it. She inquired about the cost of the program. Kelli Cullinan, Park and Recreation Program Supervisor stated the cost varies depending on the family income and subsidy. Director Ranals estimate the program to cost \$200,000 for 20 children year-round. Mayor Pro Tem Matsumoto asked if the District could take over the program if the City discontinued participation. Parks and Recreation Childcare Supervisor, Laura Armanino discussed State subsidies and process.

President Lujan thanked the City for its program and partnership.

Director Ranals discussed potential legislation for early learning.

President Lujan stated Mr. O would be attending the Governor's workshop.

Parks and Recreation Childcare Supervisor, Laura Armanino discussed the potential of County support for the program.

8. Stormwater Capture Project and Impact on South San Francisco High School Baseball Field at Orange Memorial Park

City Manager Futrell discussed the \$9.5 million grant from Caltrans to build an environmental program at Orange Memorial Park and impact to the softball field and varsity field. He stated there would be public meetings to obtain input on the field designs and potential relocation of the varsity field.

Trustee Richardson asked if there was a plan regarding displacement of the teams. City Manager Futrell stated the Varsity field was used only by South San Francisco High School. Director Ranals presented potential alternative space for the softball fields.

Superintendent Moore stated the Board had started discussions for construction of baseball fields on the South City High School campus. She stated the Board also approved consideration of the El Camino Softball Fields, South San Francisco Baseball fields and West Borough Field.

#### Items from Committee

Mayor Pro Tem Matsumoto expressed appreciation to Mayor Normandy for her service. She stated she had requested staff reports for the agenda items and state she would require information on the agenda items.

#### Adjournment

Being no further business the meeting was adjourned at 4:05 p.m.

Submitted by:



Gabriel Rodriguez, Deputy City Clerk  
City of South San Francisco

Approved by:

Karyl Matsumoto, Mayor  
City of South San Francisco