



MINUTES SPECIAL MEETING BUDGET STANDING COMMITTEE

OF THE
CITY OF SOUTH SAN FRANCISCO
P.O. Box 711 (City Hall, 400 Grand Avenue)
South San Francisco, California 94083

Meeting to be held at:

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

WEDNESDAY, MAY 1, 2019
3:00 p.m.

Call to Order.

Time: 3:00 p.m.

Roll Call.

PRESENT: Councilmembers Addiego and Nicolas.

PUBLIC COMMENTS – None.

MATTERS FOR CONSIDERATION

1. Motion to approve the Minutes from the meeting of February 11, 2019.

Councilmember Addiego noted some discrepancies on the February 11, 2019 minutes he would like corrected.

MOTION Councilmember Nicolas and Councilmember Addiego seconded a motion to approve the minutes from the meeting of February 11, 2019. The motion carried unanimously.

2. Report regarding study session for the Fiscal Year 2019-21 operating budget. (Justin Lovell, Financial Services Manager)

Financial Services Manager Lovell presented the 2019-21 operating budget.

Councilmember Nicolas inquired whether the \$15 minimum wage increase reflected in their budget report. Financial Services Manager Lovell confirmed the minimum wage increase was built in the budget and added the minimum wage increase didn't impact a huge number of positions.

Councilmember Addiego found it remarkable that the General Fund Expenditure funds for Police and Fire Department at 55%, give or take a percentage point, was the same as it was decades ago.

Financial Services Manager Lovell briefly went through all the departments' requests and if the committee members had additional questions, the department head would be available to go into more detail on what they were requesting.

Councilmember Addiego asked whether the requested \$25,000 for training from the City Manager's Office was for himself or others in the department. City Manager Futrell advised he was planning on splitting the amount as follows: \$12,500 for resident customer satisfaction surveys and \$12,500 for team training for all the department heads.

Councilmember Addiego queried whether a new postage machine requested by Finance required \$4,570 for annual maintenance. Financial Services Manager Lovell stated that goes towards licensing fees. Interim Finance Director Crosby added the fee would also cover maintenance and repairs with no additional fees.

Councilmember Addiego inquired whether the smart meters still produced a healthy increase in revenue. Financial Services Manager Lovell indicated a spike in transactions averaging 17,000-18,000 a month.

Councilmember Addiego asked for the amount the interns make during their internship. Library Director Sommer identified interns can make up to \$2,000 during their 200 hour internship.

Councilmember Addiego asked for the number of students the after school expansion at Buri Buri and Ponderosa would be able to accommodate. Parks & Recreation Director Ranals advised the money would expand approximately fifty (50) students at each site.

3. Report regarding study session considering changes to the Master Fee Schedule for Fiscal Year 2019-20. (Christina Crosby, Interim Director of Finance)

Interim Finance Director Crosby presented the considered changes to the Master Fee Schedule for Fiscal Year 2019-20.

Councilmember Addiego inquired whether municipalities commonly looked at their Consumer Price Index (CPI) and apply it. Interim Finance Director Crosby stated it was a common best practice to look at their CPI every three (3) years.

Councilmember Addiego asked whether CPI included housing costs. Interim Finance Director Crosby indicated CPI does not include mortgages.

Councilmember Nicolas heard from South San Francisco residents that Parks & Recreation fees should be less for South San Francisco residents than non-residents. Parks & Recreation Director Ranals advised the fee amount depends on the activity but it is typically around a \$15 difference. She also mentioned they rely on non-residents to sign up for classes to fill the classes and was afraid that if they over charge non-residents, they would go to neighboring cities that have a lower fee.

4. Report regarding proposed Capital Improvement Program for fiscal year 2019-20. (Matt Ruble, Acting Principal Engineer and Eunejune Kim, Director of Public Works/City Engineer)

Acting Principal Engineer Ruble presented the Capital Improvement Program (CIP) for Fiscal Year 2019-20.

Councilmember Addiego asked whether the storm drain at Hickey Boulevard and Camaritas Avenue had a culvert on top of the hill that was catching run off water from back yards. Acting Principal Engineer Ruble confirmed that was correct. Councilmember Addiego asked if the storm drain failed or just overwhelmed. Public Works Director/City Engineer Kim stated the storm drain was broken and was concentrating water on one spot.

Councilmember Nicolas inquired whether there were other broken storm drains around the city and if they plan to fix them. Public Works Director/City Engineer Kim advised they plan on fixing storm drains as incidents occur but do plan to do storm drain condition assessments by next year.

5. Report requesting the approval of one (1) full-time Assistant City Clerk position for the City Clerk's office. (Rosa Govea Acosta, City Clerk)

City Clerk Acosta presented the report requesting the approval of a full-time Assistant City Clerk position.

Councilmember Addiego expressed disappointment when residents get referred to a neighboring city when applying for a passport. City Clerk Acosta stated Skyline Community College currently provided passport services but could be an inconvenience for those residents without vehicles. She mentioned the City Clerk's Office would be in a better position to serve the community with the Assistant City Clerk position approval.

City Manager Futrell disclosed the amount requested for this item was not included in the budget numbers presented earlier. He reminded the committee members regarding a study performed last Fall, at Council's request, on staffing in the City Clerk's Office and encouraged the committee members to review the study.

ADJOURNMENT

Being no further business, Councilmember Addiego adjourned the meeting at 4:12 p.m.

Submitted by:

Approved by:



Gabriel Rodriguez, Deputy City Clerk
City of South San Francisco

Committee Member
City of South San Francisco