If this is the first time you have been to a Committee meeting, please read the following procedures.

Under Oral Communications at the beginning of the meeting, persons desiring to address the Committee on any subject not on the Agenda will be given three (3) minutes to present their item. If you wish to speak, please fill out a card (available from the Clerk) and return it as soon as possible to the Clerk with the required information. Your name will be announced for the record when it is your turn.

When the Committee is not in session, please contact Lisa Costa Sanders, Project Administrator at Lisa.CostaSanders@ssf.net or 650-333-0248.

<table>
<thead>
<tr>
<th>General Plan Update Community Advisory Committee Members</th>
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<tbody>
<tr>
<td>Rehman Baig, resident</td>
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<tr>
<td>Roderick Bovee, resident</td>
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<tr>
<td>Kristy Camacho, Park and Rec Committee member</td>
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<tr>
<td>Robert Cavalieri, small business representative</td>
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<tr>
<td>Nicholas Maiden, resident</td>
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<tr>
<td>Sophie Martin, large business representative</td>
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<tr>
<td>Patricia Murray, School District Board Member</td>
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<td>Julie Ann Murphy, Planning Commissioner</td>
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<td>Sam Shihadeh, Planning Commissioner</td>
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<tr>
<td>John Skerry, large business representative</td>
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<tr>
<td>Steven Yee, resident</td>
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<td>Bill Zemke, resident</td>
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<thead>
<tr>
<th>Staff</th>
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<tr>
<td>Marian Lee, Assistant City Manager</td>
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<tr>
<td>Tony Rozzi, Principal Planner</td>
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<td>Bill Gross, Senior Planner</td>
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<tr>
<td>Lisa Costa Sanders, Project Administrator</td>
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</tbody>
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Please turn off Cellular Phones, Pagers and other electronic equipment.

American with Disabilities Act
Individuals with disabilities who require auxiliary aids or services to attend and participate in this meeting should contact the ADA Coordinator at (650) 829-3800, five working days in advance of the meeting.
NOTICE IS HEREBY GIVEN, pursuant to Section 54956 of the Government Code of the State of California, the General Plan Update Community Advisory Committee of the City of South San Francisco will hold a meeting on Tuesday, May 14, 2019, at 6:30 p.m., in the City Manager Conference Room, 400 Grand Avenue, South San Francisco, California.

1. Call to Order
2. Roll Call
3. Agenda Review
4. Oral Communications (Public Participation)
5. Staff Comments
6. Committee Organization
   a. Committee Member Introductions
   b. Consideration of Revised Committee Bylaws for Adoption
   c. Roles and Responsibilities
7. Overview of General Plan and Zoning Code
8. Overview of Engagement Process
9. Discussion of Opportunities and Challenges
10. Committee Member Comments
11. Staff Comments
12. Adjournment

Next meeting: June 11, 2019
MINUTES OF THE REGULAR MEETING OF THE
CITY OF SOUTH SAN FRANCISCO
GENERAL PLAN UPDATE
COMMUNITY ADVISORY COMMITTEE

Meeting held at:
GRAND AVENUE LIBRARY MEETING ROOM
306 WALNUT AVENUE
SOUTH SAN FRANCISCO, CA 94080

Wednesday, January 30, 2019
6:30 p.m.

1. Call to Order
   Meeting called to order at 6:30 p.m.

2. Roll Call
   PRESENT: Roderick Bovee, Kristy Camacho, Robert Cavalieri,
   Nicholas Maiden, Julie Ann Murphy, Sam Shihadeh, Steven Yee, Bill
   Zemke, Rehman Baig (Alternate)

   ABSENT: None

3. Agenda Review

4. Oral Communications (Public Participation) None.

5. Welcome remarks by Assistant City Manager, Marian Lee

   Marian Lee, Assistant City Manager welcomed Committee members and noted her thoughts on high
   quality membership. She anticipates the Committee involvement in the process to be at least a two-
   year process. Tony Rozzi, Principal Planner noted the project will involve a robust community
   outreach effort throughout the process.

6. Project Purpose and Team Organization
   a. Status of RFP/Consultant Selection Process

7. Review of laws pertaining to Committee, City Attorney’s Office
   a. Consideration of Committee Bylaws for Adoption

8. Committee Organization
   a. Purpose and Role of Committee
   b. Committee Member Selection Update/Introductions
   c. Committee volunteers (2) to observe Consultant interviews
   d. Selection of regular meeting time

9. Committee member comments

10. Staff comments
11. Adjournment

1. Motion to approve the Minutes from the meeting of December 5, 2018.

   Vice Chair Wong questioned minute note consistency.

   In response to Vice Chair Wong, Assistant City Manager Marian Lee stated that the committee meetings are shifting to a shorter version of the minutes accompanied by a recording.

   MOTION
   Committee Member Mike Brosnan moved and Vice Chair Wong seconded a motion to approve the minutes. The motion carried unanimously.

2. Report regarding the Community Civic Campus quarterly update for Quarter 2 Fiscal Year 2018-19. (Marian Lee, Assistant City Manager)

   Assistant City Manager Marian Lee and Kitchell Program Manager Dolores Montenegro presented on program management and schematic design and answered questions from the Committee Members.
Assistant City Manager Lee summarized prior meeting and progress made, including agreements and resolutions to previously address issues. Referencing Attachment 3, a little more than $700,000.00 has been spent this quarter, most on schematic design. On the last page of the same attachment is the list of active contracts.

Chair Zemke questioned how the City will manage neighborhood parking.

In response to Chair Zemke, Assistant City Manager Lee discussed the plan to come up with a parking management strategy when schematic design is completed.

Assistant City Manager Lee discussed the change in building design due to PG&E, BART, and SFPUC Water Easement and grants to fund the 80ft x 120ft turf sized for casual play and playground.

Council member Brosnan raised concerns regarding traffic.

Assistant City Manager Lee acknowledged concerns and need for community meetings and discussed vehicle circulation and foot traffic.

Assistant City Manager Lee discussed area plan, time line and key dates.

3. Report transmitting Measure W Fiscal Year 2018-19 financial reports as of December 31, 2018. (Justin Lovell, Acting Financial Services Manager)

Acting Financial Services Manager Justin Lovell will be taking the place for Richard Lee.

Acting Financial Services Manager Lovell presented the report, including; Revenue Detail, Amended Budget for the Expenditures, Project Expenses Allocated, Additional Project Detail, Balance Sheet, and a Summary/Life to Date as requested.

Chair Zemke questioned bonding.

In response to Chair Zemke, Acting Financial Services Manager explained the project schedule.

Vice Chair Wong questioned numbers on Attachment 6.

Acting Financial Services Manager Lovell indicated that he would double check. Assistant City Manager Lee explained that Attachment 6 does not include paving and suggested working on formatting.

Acting Financial Services Manager Lovell will provide a more detailed, life to date report. Committee discussed bonding and fund raising.
ADJOURNMENT

At 7:46 p.m., Chair Zemke adjourned the meeting.

Submitted by: Amanda Parker, Administrative Assistant II
City of South San Francisco

Approved by: William Zemke, Chairman
City of South San Francisco
General Plan 2040
Community Advisory Committee

Rules and Bylaws
ARTICLE I
PURPOSE OF RULES AND BY-LAWS

Section 1. Purpose

The City Council of the City of South San Francisco established the ad-hoc General Plan Community Advisory Committee for a two-year term as an advisory body to the City Council, City Boards and Commissions, City Staff, and the City’s Consultant for the General Plan Update. These Rules and By-laws are intended to assist the Community Advisory Committee perform its responsibilities and conduct its meetings. They are meant to be used by the Committee. They are not intended to and do not create any rights enforceable by applicants for development projects, other agencies, or members of the public.

Section 2. Municipal Code Governs

If there is ever a conflict between these By-laws, State law, and the South San Francisco Municipal Code, State law, and then the Municipal Code shall control, in that order.

ARTICLE II
MEMBERS OF THE COMMITTEE

Section 1. Composition

The Committee consists of twelve (12) members. The Committee is staffed by the City Manager’s office and the Planning Division of the Department of Economic and Community Development. Committee membership is represented as follows:

- Two Planning Commission representatives and one alternate, appointed by the Planning Commission.
- One Parks and Recreation Commission representative and one alternate, appointed by the Parks and Recreation Committee
- One School Board Member, appointed by the South San Francisco Unified School District Board.
- Five resident members, appointed by the City Council.
- Two large business representatives, appointed by the City Council.
- One small business representative, appointed by the City Council.

Section 2. Term of Office
Committee members are appointed for an initial term of two (2) years. The Council may choose to extend the Committee member terms to coincide with the General Plan Update process. The Committee is considered an ad-hoc committee that will be dissolved upon completion and adoption of the General Plan Update process.

**Section 3. Quorum**

Seven (7) members shall constitute a quorum for the purpose of conducting business and taking action.

**Section 4. Alternates and Vacancies**

There are two (2) alternates appointed by the City Council, if needed, who may fill vacancies in the course of the General Plan Update.

In the event of a future vacancy, alternates may replace members. However, the designation of replacement alternates or appointment of other vacant seats shall require a majority vote of the City Council or Commission, as applicable.

**ARTICLE III**

**COMMITTEE OFFICERS AND DUTIES THEREOF**

**Section 1. Officers**

The officers of the Committee may consist of a Chair and Vice-Chair.

**Section 2. Selection**

The offices of Chair and Vice-Chair may be elected and persons so elected may serve a term of two years. The Committee may elect a Chair and Vice-Chair at a regular meeting.

**Section 3. Responsibilities**

*If selected*, the Chair presides over all meetings of the Committee. The Chair acts as the primary contact for the staff liaison.

*If selected*, Vice Chair assists the Chair in the execution of his or her office and presides over all meetings if the Chairperson is absent.

In the event both the Chair and Vice Chair are absent, the Committee may appoint an acting chair from among the members present.

The primary role of the Chair or Vice Chair, if applicable, is to conduct the meeting...
so that the work of the Committee may reasonably be completed within the allotted
time. To this end, the Chair should coordinate with the staff liaison to limit the
number of items scheduled for particular agenda in order to manage the length of
the meeting.

The Committee will be supported by a staff liaison. The staff liaison will distribute
the agenda and meeting materials and ensure public posting requirements are met.

Section 4. Meeting Notes

The staff liaison shall keep a record of all meetings of the Committee by taking
meeting notes and providing the documentation of motions and calls for consensus.
The staff liaison shall distribute the completed meeting notes to Committee members
for approval at a subsequent meeting.

The meeting notes are “action” minutes (not verbatim) and should reflect a brief
summary of the Committee’s discussions and actions taken. Occasionally,
comments from one member will be paraphrased or quoted if the comments
represent a unique opinion that the staff liaison determines requires archiving. The
meeting notes shall be prepared following each meeting and will be included as an
attachment to the agenda packet for a subsequent meeting.

ARTICLE IV
DUTIES OF THE COMMITTEE

Section 1. General Duties

The General Plan Community Advisory Committee shall provide the City Council, Staff
and the General Plan Update consultant with input and recommendations for the
programs and policies to guide the future of South San Francisco development. The
Committee shall act as a community sounding board for the General Plan Update
process, to help identify issues and opportunities, and help shape the policy of a new
preliminary draft General Plan.

Section 3. Limitations

The Committee shall serve an advisory capacity only. The Committee shall have no
authority to take actions that bind the City Council. Upon a majority vote, the City Council
may dismiss committee members at any time during their term.

ARTICLE V
MEETINGS

Section 1. Regular Meetings

Regular meetings of the Community Advisory Committee shall be held on a regular
basis as needed.

Special meetings of the Community Advisory Committee may be called from time to time at a location designated in the Special Meeting notice in compliance with the Brown Act.

Section 2. Cancellations

A staff liaison from the City Manager’s Office will notify members via e-mail or phone call of any meeting cancellations.

Section 3. Absences

Committee members shall notify the staff liaison at the earliest possible opportunity if they will be absent for an upcoming meeting and such absence will noted as “excused” in such instances. Absences of three or more consecutive meetings or five or more meetings in one calendar year will be referred to the City Council, and in discretion of the City Council, may result in removal from the Committee.

ARTICLE VI
RULES OF CONDUCT

Section 1. Meeting Conduct

Committee members should maintain a professional demeanor during public meetings at all times. Committee members should be careful to ensure decorum and to show respect to fellow Committee members, City staff, the City’s consultant to the General Plan Update, and the public.

Section 2. Discussion

Committee members comments during meetings should be clear and concise in order to keep the discussion focused on the agenda item and the topic involved. Committee members should avoid focusing on insignificant or secondary matters that can be addressed with City staff before or after the meeting. Committee members should raise potential future agenda items, concerns, and relevant issues for staff at Committee meetings.

Section 3. Expectations

Staff and the City’s consultant to the General Plan Update shall be prepared to answer questions from Committee members and will provide complete information to Committee members in a timely manner.

Committee members are expected to read packet materials before the meeting and
may contact staff if they have questions or concerns about items on the noticed agenda at the earliest possible opportunity, preferably before the meeting if feasible.

**Section 4. Expressions of Committee Positions**

Individual Committee members are not authorized to speak on behalf of the City or the Committee with regard to City or Committee positions, except when such policy or position has been clearly established or when the Committee member has been designated as a spokesperson on a given subject.

Periodically individual Committee members may be requested to speak to the media. Members are encouraged to provide accurate, factual information and shall refrain from engaging in speculation, advocacy for a particular position, or speaking on behalf of other Committee members unless authorized by the Committee to do so. Staff will facilitate communication with the media and will assist Committee members in doing so if desired.

**ARTICLE VII**

**OPEN AND PUBLIC MEETINGS**

**Section 1. Brown Act**

All meetings of the General Plan Community Advisory Committee shall be public meetings. Pursuant to the Ralph M. Brown Act (Government Code § 54950 et seq.), all meetings of the General Plan Community Advisory Committee, including study sessions and workshops, must be open and public. This means that a quorum of Committee members shall only discuss Committee business in a public meeting. Furthermore, regular meeting agendas shall be posted in a public place at least 72 hours in advance of the meeting and topics shall be limited to those on the agenda.

**Section 2. Public Comment**

A public comment period is available to all members of the public to discuss issues of concern with the General Plan Community Advisory Committee regarding items not on the agenda. However, such issues should be within the review authority of the Committee. The Committee has the discretion to limit the time available for each speaker based on the number of speakers present and the length of the agenda.

**Section 3. Discussions Outside Of Regularly Noticed Meetings**

Private discussions between members of the public and individual Committee members, or groups of Committee members, do not reflect the consensus of the entire Committee and may not be construed as an interpretation of the Committee’s policies. Committee members must disclose any such discussions at regularly
scheduled meetings. Such discussions may not involve a quorum of the Committee members.

Section 4. Conflicts of Interest

Committee members must comply with all regulations prohibiting participation by officials with conflicts of interest. If a member has a conflict of interest for a topic or property that is before the Committee, the member must leave the room when the Committee hears the item and not participate in the review or consideration of an item for which they have a conflict, nor be counted for purposes of quorum. Members should contact the City Attorney's office if they are concerned about potential conflicts. Members must leave the room when the committee is considering an item for which they have a conflict and they may not discuss the item with other members.

Section 5. Participation of Alternates in Meetings

Alternates are encouraged to attend Committee meetings but are not required to be present. When an alternate and member are both present, the alternate shall be seated in the audience and shall not participate in the Committee’s deliberations unless specifically called on to do so. Alternates may participate in the public comment period.

ARTICLE VIII
AGENDA

Section 1. Preparation and Distribution

Packets for members attending the meeting will be mailed or delivered electronically by staff the week before the meeting. Each regular packet will include an agenda and staff reports describing topics to be reviewed. Generally, the packet materials are organized in order of agenda reference. Agendas are posted at City Hall, the City Hall Annex, and on the City’s Web site.

Section 2. Consent Calendar

A Consent Calendar for approval of routine items may be used, including but not limited to the adoption of the minutes, designation of dates for various matters to be heard, and other items, as determined by the staff liaison. The Committee shall adopt the Consent Calendar by a majority vote.

ARTICLE VIII
AMENDMENTS

Section 1. Majority Vote
These By-Laws may be amended, revised, or repealed at any regular meeting of the Community Advisory Committee by a vote of a majority of a quorum.

The foregoing By-Laws were adopted by a majority vote of THE SOUTH SAN FRANCISCO GENERAL PLAN COMMUNITY ADVISORY COMMITTEE this 30th day of January, 2019.

The foregoing By-laws were amended by a majority vote of THE SOUTH SAN FRANCISCO GENERAL PLAN COMMUNITY ADVISORY COMMITTEE this 14th day of May, 2019.

SOUTH SAN FRANCISCO GENERAL PLAN COMMUNITY ADVISORY COMMITTEE

By: ___________________  Staff Liaison