



# City of South San Francisco

## City Council

### Ordinance: ORD 1651-2023

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

**File Number: 23-875**

**Enactment Number: ORD 1651-2023**

ORDINANCE AMENDING SOUTH SAN FRANCISCO MUNICIPAL CODE SECTIONS 2.04.020, 2.56.050 2.60.050, 2.64.050, AND 2.81.050 CHANGING THE LOCATION OF MEETINGS OF THE CITY COUNCIL, PLANNING COMMISSION, PARKS AND RECREATION COMMISSION, PARKING PLACE COMMISSION, AND TRAFFIC SAFETY COMMISSION.

WHEREAS, Government Code Section 54954(a) requires that each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings; and

WHEREAS, South San Francisco Municipal Code ("MC") Section 2.04.020 establishes that the location of meetings of the City Council of South San Francisco shall be in the Community Room, Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA; and

WHEREAS, MC Section 2.56.050 establishes that the location of meetings of the Planning Commission shall be in the community room, Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA; and

WHEREAS, MC Section 2.60.050 establishes that the location of meetings of the Parks and Recreation Commission shall take place in the community room at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA; and

WHEREAS, MC Section 2.64.050 establishes that the location of meetings of the Parking Place Commission shall take place in the City Manager's Conference Room at City Hall, 400 Grand Avenue, South San Francisco, CA; and

WHEREAS, MC Section 2.81.050 establishes that the location of meetings of the Traffic Safety Commission shall take place in the Corporation Yard Conference Room, 550 North Canal Street, South San Francisco, CA; and

WHEREAS, the City Council now wishes to amend MC Sections 2.04.020, 2.56.050, 2.60.050, 2.64.050, and 2.81.050 changing the location of meetings of the City Council, Planning Commission, Parks and Recreation Commission, Parking Place Commission, and Traffic Safety Commission and authorize City Councils and commissions to set a meeting place by resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH SAN FRANCISCO DOES HEREBY ORDAIN AS FOLLOWS.

**SECTION 1. Findings**

The City Council finds that the foregoing recitals are true and correct and are incorporated into the Ordinance by this reference.

**SECTION 2. Amendments to Section 2.04.020 of Chapter 2.04 (City Council - Meetings) of the South San Francisco Municipal Code**

The City Council hereby amends Section 2.04.020 of Chapter 2.04 (City Council - Meetings) of the South San Francisco Municipal Code to read as follows, with additions in underline and deletions in ~~striketrough~~:

**Section 2.04.020 Regular meetings.**

The place of the regular council meetings shall be in ~~the Community Room, Municipal Services Building, 33 Arroyo Drive, the Library Parks & Recreation Building,~~ South San Francisco, California, or in a location approved by resolution or motion of council, except in case of necessity or emergency the mayor or three council members may designate an alternate meeting place within the corporate limits of the city with legal notice thereof to be given at least twenty-four hours prior to the time of the meeting. If a meeting is set for the regular meeting place of council, or duly noticed for an alternate meeting place, and because of necessity or emergency the council is required to meet in another place within the corporate limits of the city, then the city clerk shall appear at the regular or alternate meeting place, whichever is the case, at the time set for the meeting, and publicly announce the new meeting place and post a notice of same on the door of the regular meeting place, or alternate meeting place, as the case may be.

**SECTION 3. Amendments to Section 2.56.050 of Chapter 2.56 (Planning Commission) of the South San Francisco Municipal Code**

The City Council hereby amends Section 2.56.050 of Chapter 2.56 (Planning Commission) to read as follows, with additions in underline and deletions in ~~striketrough~~:

**Section 2.56.050 Meetings.**

(a) The commission shall meet on the first and third Thursdays of each month at seven p.m. in ~~the community room, Municipal Services Building, 33 Arroyo Drive, the Library Parks & Recreation Building,~~ South San Francisco, California, or in a location that shall be set by resolution of the commission, except in case of necessity or emergency the chairperson or four commissioners may designate an alternate meeting place within the corporate limits of the city. Legal notice of an emergency meeting shall be given at least twenty-four hours prior to the time of the meeting. If a meeting is set for the regular meeting place of the commission, or duly noticed for an alternate meeting place, and because of necessity or emergency, the commission is required to meet in another place within the corporate limits of the city, then the secretary shall appear at the regular or alternate meeting place, whichever is the case, at the time set for the meeting, and publicly announce the new meeting place and post a notice of same on the door of the regular meeting place. Notices of all meetings, except regular meetings, shall be served on each commissioner and to each person who has requested notice in writing of such meetings, at least twenty-four hours prior to the time specified for the proposed meeting. Notices shall comply with Government Code [https://library.qcode.us/redirect/state\\_code/ca/ca\\_gov](https://library.qcode.us/redirect/state_code/ca/ca_gov) Section 54950 et seq., also referred to as the Ralph M. Brown Act.

(b) If the day designated as a regular, adjourned regular, special or study meeting falls upon a legal holiday, the commission shall meet upon the next succeeding day which is not a holiday unless otherwise ordered by the commission.



**SECTION 4. Amendments to Section 2.60.050 of Chapter 2.60 (Parks and Recreation Commission) of the South San Francisco Municipal Code**

The City Council hereby amends Section 2.60.050 of Chapter 2.60 (Parks and Recreation Commission) to read as follows, with additions in underline and deletions in ~~strikethrough~~:

**Section 2.60.050 Meetings.**

(a) The commission shall meet on the third Tuesday of each month at seven p.m. in ~~the community room at the Municipal Services Building, 33 Arroyo Drive~~, South San Francisco, California, in a location that shall be set by resolution of the commission, except that in case of necessity or emergency the chairperson or four commissioners may designate an alternate meeting place within the corporate limits of the city. Legal notice of an emergency meeting shall be given at least twenty-four hours prior to the time of the meeting. If a meeting is set for the regular meeting place of the commission, or duly noticed for an alternate meeting place, and because of necessity or emergency the commission is required to meet in another place within the corporate limits of the city, then the secretary shall appear at the regular or alternate meeting place, whichever is the case, at the time set for the meeting, and publicly announce the new meeting place and post a notice of same on the door of the regular meeting place. Notices of all meetings, except regular meetings, shall be served on each commissioner and to each person who has requested notice in writing of such meetings, at least twenty-four hours prior to the time specified for the proposed meeting. Notices shall comply with Government Code <[https://library.qcode.us/redirect/state\\_code/ca/ca\\_gov](https://library.qcode.us/redirect/state_code/ca/ca_gov)> Section 54950, et seq., also referred to as the Ralph M. Brown Act.

(b) If the day designated as a regular, adjourned regular, special or study meeting falls upon a legal holiday, the commission shall meet upon the next succeeding day which is not a holiday unless otherwise ordered by the commission.

**SECTION 5. Amendments to Section 2.64.050 of Chapter 2.64 (Parking Place Commission) of the South San Francisco Municipal Code**

The City Council hereby amends Section 2.64.050 of Chapter 2.64 (Parking Place Commission) to read as follows, with additions in underline and deletions in ~~strikethrough~~:

**Section 2.64.050 Meetings.**

(a) The commission shall meet on the second Tuesday of each month at 5:00 p.m., in ~~the City Manager's Conference Room at City Hall, 400 Grand Avenue~~, South San Francisco, California, in a location that shall be set by resolution of the commission, except that in case of necessity or emergency the chairperson or two commissioners may designate an alternate meeting place within the corporate limits of the city, with legal notice thereof to be given at least twenty-four hours prior to the time of said meeting. If a meeting is set for said regular meeting place of the commission, or duly noticed for an alternate meeting place, and because of necessity or emergency the commission is required to meet in another place within the corporate limits of the city, then the secretary shall appear at the regular or alternate meeting place, whichever is the case, at the time set for the meeting, and publicly announce the new meeting place and post a notice of same on the door of the regular meeting place. Notices of all meetings, except regular meetings, shall be served on each commissioner and to each person who has requested notice in writing of such meetings, at least twenty-four hours prior to the time specified for the proposed meeting, and said notices shall comply with Government Code <[https://library.qcode.us/redirect/state\\_code/ca/ca\\_gov](https://library.qcode.us/redirect/state_code/ca/ca_gov)> Section 54950, et seq., also referred to as the

Ralph M. Brown Act or Secret Meeting Law.

(b) If the day designated as a regular, adjourned regular, special or study meeting falls upon a legal holiday, the commission shall meet upon the next succeeding day which is not a holiday, unless otherwise ordered by the commission.

**SECTION 6.**      **Amendments to Section 2.81.050 of Chapter 2.81 (Traffic Safety Commission) of the South San Francisco Municipal Code**

The City Council hereby amends Section 2.81.050 of Chapter 2.81 (Traffic Safety Commission) to read as follows, with additions in underline and deletions in ~~strikethrough~~:

**Section 2.81.050 Meetings.**

(a) The commission shall meet on the second Tuesday of each month, immediately following completion of the parking place commission meeting, which begins at five p.m., in ~~the Corporation Yard Conference Room, 550 North Canal Street,~~ South San Francisco, California, 94080, in a location that shall be set by resolution of the commission. A majority of the commission members shall constitute a quorum for the transaction of business. All meetings shall be open to the public. Legal notice of an emergency meeting shall be given at least twenty-four hours prior to the time of the meeting. If a meeting is set for the regular meeting place of the commission, or duly noticed for an alternate meeting place, and because of necessity or emergency, the commission is required to meet in another place within the corporate limits of the city, then the secretary shall appear at the regular or alternate meeting place, whichever is the case, at the time set for the meeting, and publicly announce the new meeting place and post a notice of same on the door of the regular meeting place. Notices of all meetings, except regular meetings, shall be served on each commission member and to each person who has requested notice in writing of such meetings, at least twenty-four hours prior to the time specified for the proposed meeting. Notices shall comply with Government Code [https://library.qcode.us/redirect/state\\_code/ca/ca\\_gov](https://library.qcode.us/redirect/state_code/ca/ca_gov) Section 54950 et seq., also referred to as the Ralph M. Brown Act.

(b) If the day designated as a regular, adjourned regular, special or study meeting falls upon a legal holiday, the commission shall meet upon the next succeeding day which is not a holiday, unless otherwise ordered by the commission.

**SECTION 7.**      **Severability.**

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed the Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 8.**      **Publication and Effective Date**


Pursuant to the provisions of Government Code Section 36933, the City Attorney shall prepare a summary of this Ordinance. At least five (5) days prior to the Council meeting at which this Ordinance is scheduled to be adopted, the City Clerk shall (1) publish the Summary, and (2) post in the City Clerk's Office a certified copy of this Ordinance. Within fifteen (15) days after the adoption of this Ordinance, the City Clerk shall (1) publish the summary, and (2) post in the City Clerk's Office a certified copy of the full text of this Ordinance.

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At a meeting of the City Council on 10/11/2023, a motion was made by Councilmember Addiego, seconded by Vice Mayor Nagales, that this Ordinance be adopted. The motion passed.

**Yes:** 5 Mayor Nicolas, Vice Mayor Nagales, Councilmember Addiego, Councilmember Coleman, and Councilmember Flores

Attest by   
Rosa Govea Acosta, City Clerk

  
Buenaflor Nicolas, Mayor