

City of San Mateo



Joe Goethals
Council Member



Diane Papan
Deputy Mayor



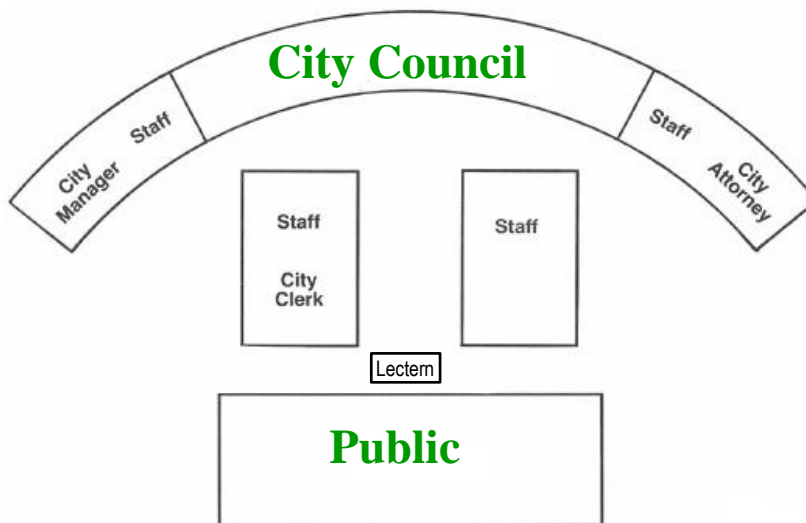
Rick Bonilla
Mayor



Amourance Lee
Council Member



Eric Rodriguez
Council Member



Local Government

The City of San Mateo operates under a Council/Manager form of government. The Council, as the legislative body, represents the entire community and is empowered by the City Charter to formulate city-wide policy.

The five Council Members serve at large for four-year terms. The Council selects a Mayor from among the members each December for a one-year term.

The City Manager, appointed by the Council, serves as the chief executive officer and is responsible for the day-to-day administration of City affairs.

The City Attorney, also appointed by the Council, advises and represents the City and Council in all legal matters.



Agenda

The agenda is used as an official working guide from which the Council conducts its meetings. The agenda, which is prepared by staff in consultation with the Mayor, includes current legislative and policy issues which must be reviewed by the Council.

While items are usually placed on the agenda at the request of the Council or staff members, citizens who would like the Council to review a particular item should send a formal written request to the Mayor and City Council, 330 W. 20th Avenue, San Mateo, CA 94403. The item will be reviewed to determine whether it should be handled administratively, referred to a board or commission, or added to an upcoming City Council agenda.

The agenda, staff reports and other background material may be reviewed at the City Clerk's Office on the Thursday afternoon before a Council meeting. Copies of the agenda are available at no charge. Agenda materials are also available on the City Public meeting Portal on the website, www.cityofsanmateo.org.

Addressing the City Council

Anyone wishing to speak on an item listed on the agenda, or to bring up an item not listed, are asked to fill out a "Request to Speak" form and hand it to the City Clerk before or during the meeting.

Items not listed on the agenda will be heard under Public Comment. Council may not take action on any item not on the agenda.

If you have filled out a "Request to Speak" form, your name will be called at the appropriate time when the designated item is under consideration.

Speakers should speak directly into the microphone and are asked to state their name for the record. Presentations should be clear and concise. Groups and organizations are asked to designate one spokesperson whenever possible. Repetition of ideas expressed by other speakers should be avoided. Correspondence can be sent to Council via the City Clerk's Office.

In order to accommodate a large number of people, time may be limited to allow an opportunity for all who wish to speak. Written comments submitted prior to the meeting are encouraged as this allows the Council an opportunity to review the information.

Guide for Understanding City Council Meeting Procedures

Agenda Format

Ceremonial Matters: Special presentations or announcements at the beginning of the meeting.

Consent Calendar: Composed of those items that require only routine review by the Council. Only one motion is needed for the approval of all items listed on the Consent Calendar. Any Council Member, staff member, or citizen may request that a specific item be removed from the Consent Calendar for separate action or just ask to speak on that item.

Public Comment: An opportunity for citizens to bring up issues or concerns not listed on the agenda. No formal action will be taken.

Public Hearings: The law requires that hearings be held for matters such as the adoption of the City Budget, planning applications that affect the entire city, appeals of decisions of a City commission, ordinances and fee revisions. The public is notified of these hearings by legally required newspaper publications and mailings.

Old Business: Items continued from previous meetings.

New Business: Items to be reviewed and discussed by the City Council.

Council Actions

Motions: The least formal of Council actions. May be used to approve, deny or continue items, accept reports, or establish Council policy or procedures.

Resolutions: Formalized Council actions which become effective upon adoption.

Ordinances: Legal instruments or laws used to affect general health, safety and welfare of the public. Most become part of the Municipal Code. With the exception of emergency ordinances, all ordinances are introduced at one meeting, adopted at a subsequent meeting, and become effective thirty days after adoption.

Type of Council Meetings

Regular Meetings: Held on the 1st and 3rd Mondays of each month at 7:00 p.m. in the Council Chambers, except when in conflict with a holiday or for the months of July, August and December when only one Council meeting is held.

Special Meetings: Held as needed to provide the Council with an opportunity to review in depth a special issue or project.

Closed Sessions: Held for the specific purpose of addressing a personnel or litigation matter. For reasons of confidentiality, these sessions are closed to the general public.

City Staff

The administrative arm of City government implements Council policy decisions and delivers services to the community according to the mandate of the City Council in areas of public safety, cultural activities, transportation, land use, environmental management, housing, socio-economic matters and management. To contact Council Members or City Staff use first_name_initial_last_name@cityofsanmateo.org (jsmith@cityofsanmateo.org).

City Management

Drew Corbett, City Manager

Legal Services

Prasanna Rasiah, City Attorney

City Clerk Services

Patrice Olds, City Clerk

Business Services

Richard Lee, Finance Director

Human Resources

Teresa Abrahamsohn, Human Resources Director

Parks and Recreation

Sheila Canzian, Director

Library Services

James Moore, City Librarian

Community Development

Christina Horrisberger, Director

Fire Services

Kent Thrasher, Acting Fire Chief

Police Services

Ed Barberini, Police Chief

Public Works

Azalea Mitch, Director

Information Technology

Pete Owen, Director

Boards and Commissions

An important component of the City's policy-making structure is its various City Boards and Commissions which recommend and advise the Council on vital policy issues. Civic-minded volunteers are appointed by the City Council, usually for a term of four years. Appointments are made in June of each year to fill expiring terms. Applications can be obtained from the City Clerk's Office. All meetings are open to the public.

Community Relations Commission - Meetings are held on the 3rd Wednesday of each month at 7:00 p.m. in Conference Room C, City Hall.

Library Board - Meetings are held on the 4th Monday of each month at 5:30 p.m. in the Cedar Room at the Main Library.

Park & Recreation Commission - Meetings are held on the 1st Wednesday of each month at 7:00 p.m. in Conference Room C, City Hall.

Personnel Board - Meetings are held the 3rd Tuesday of the month at 7:00 p.m. in Conference Room C, City Hall.

Planning Commission - Meetings are held on the 2nd and 4th Tuesdays of each month at 7:00 p.m. in the Council Chambers.

Sustainability & Infrastructure Commission - Meetings are held on the 2nd Wednesday of each month at 7:00 p.m. in the Council Chambers, City Hall.

Senior Citizens Commission - Meetings are held on the 2nd Monday of every other month beginning in January at 4:00 p.m. at the San Mateo Senior Center.

Youth Activities Council - The members represent the four high schools in San Mateo. They meet twice a month.

For Further Information about the City of San Mateo

Visit our website at www.cityofsanmateo.org

During business hours, contact the City Clerk's Office at (650) 522-7040

City Hall: 330 W. 20th Avenue, San Mateo, CA 94403

CITY COUNCIL MEETINGS ARE AIRED ON COMCAST CABLE CHANNEL 27, ASTOUND CABLE CHANNEL 26 AT&T CHANNEL 99, AND LIVE STREAMED ON THE CITY WEBSITE

In compliance with the American with Disabilities Act, those requiring accommodations for the meeting should notify the City Clerk's Office at (650) 522-7040 (hearing impaired) 24 hours prior to the meeting.