

# City of San Mateo

## City Council



Nicole Fernandez  
Council Member



Adam Loraine  
Deputy Mayor



Rob Newsom, Jr.  
Mayor



Lisa Diaz Nash  
Council Member



Danielle Cwirko-Godycki  
Council Member

## Agenda

The agenda is used as an official working guide from which the Council conducts its meetings. The agenda, which is prepared by staff, 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 or email to [citycouncil@cityofsanmateo.org](mailto:citycouncil@cityofsanmateo.org). 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. For Council to add an item to an agenda a majority vote of Council is needed to place it on an agenda.

The agenda, agenda 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 and information on how to participate in the meetings are available on the City Public meeting Portal on the website, [www.cityofsanmateo.org](http://www.cityofsanmateo.org).

## 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 are elected by five districts 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.

## Addressing the City Council

Items not listed on the agenda will be heard under Public Comment. Council may not take action on any item not on the agenda. Anyone wishing to speak on an item listed on the agenda, or to bring up an item not listed, may comment in the following ways:

**By computer:** Click the Zoom link at the top of the agenda and you'll be added to the meeting. All attendees are muted by default. When the item of interest is open for consideration, select the "Raise Your Hand" icon and you will be called on at the appropriate time.

**By telephone:** Call (408) 638-0968 and enter the conference ID found at the top of the meeting agenda. When the item of interest is open for consideration, select \*9 to raise your hand. When called upon, press \*6 to unmute, state your name and provide your comments.

**In Person:** At the meeting complete a "Request to Speak" form and provide this to the City Clerk.

During the comment period, your name will be called at the appropriate time when the designated item is under consideration.

Please speak directly into the microphone and state your 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 [Citycouncil@cityofsanmateo.org](mailto:Citycouncil@cityofsanmateo.org) or [clerk@cityofsanmateo.org](mailto:clerk@cityofsanmateo.org) or mailed or dropped off at the Clerk's Office in City Hall

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 may request that a specific item be removed from the Consent Calendar for separate action. The public may speak to any item on the Consent Calendar without it being removed.

**Public Comment:** An opportunity for the public 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 heard at a prior meeting or continued from previous meetings.

**New Business:** Items to be reviewed and discussed by the City Council. Formal action may be taken, or just direction given.

## 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, but an opportunity to speak on the item is offered prior to convening into closed session.

## 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](mailto:first name initial last name@cityofsanmateo.org) (jsmith@cityofsanmateo.org).

### City Management

Alex Khojikian, City Manager

### Legal Services

Prasanna Rasiah, City Attorney

### City Clerk Services

Martin McTaggart, City Clerk

### Business Services

Karen Huang, Finance Director

### Human Resources

Aracelia Esparza, Human Resources Director

### Parks and Recreation

Joanne Magrini, Director

### Library Services

James Moore, City Librarian

### Community Development

Zachary Dahl, Interim Director

### Fire Services

Matt Turturici, Fire Chief

### Police Services

Ed Barberini, Police Chief

### Public Works

Matt Fabry, Director

### Information Technology

Pete Owen, Director

## Boards, Commissions, and Committees

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 3<sup>rd</sup> Wednesday of each month at 7:00 p.m. in Conference Room C, City Hall.

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

**Measure S Oversight Committee** - Meetings are held on the 3<sup>rd</sup> Tuesday of the 2<sup>nd</sup> month of the quarter at 6:00 pm at City Hall

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

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

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

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

**Investment Advisory Committee** - Meetings are held on the 3<sup>rd</sup> Thursday of the 1<sup>st</sup> month of the quarter at 3:30 pm at City Hall.

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

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

**Civic Arts Committee** - Meetings are held the 1<sup>st</sup> Monday every other month beginning in January each year at 4:00 pm at Conference Room C City Hall.

## For Further Information about the City of San Mateo

Visit our website at [www.cityofsanmateo.org](http://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 AND ON YOUTUBE.**

*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) 48 hours prior to the meeting.*