



**BURLINGAME CITY COUNCIL  
Unapproved Minutes  
Regular City Council Meeting on December 16, 2024**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:04 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The pledge of allegiance was led by Desiree Thayer.

**3. ROLL CALL**

**MEMBERS PRESENT:** Brownrigg\*, Colson, Lee, Pappajohn, Stevenson

**MEMBERS ABSENT:** None

*\*Councilmember Brownrigg appeared at the meeting remotely from Fiji.*

**4. REQUEST FOR AB 2249 REMOTE PARTICIPATION**

There was no request.

**5. REPORT OUT FROM CLOSED SESSION**

There was no closed session.

**6. UPCOMING EVENTS**

Mayor Colson reviewed upcoming events in the city.

**7. PRESENTATIONS**

- a. **RECOGNITION OF THE RESIDENTS AND BURLINGAME POLICE OFFICERS FOR ACTIONS TAKEN DURING A POLICE INCIDENT**

Police Chief Matteucci recognized the members of the community who helped prevent a kidnapping from occurring in the city and the members of the Police Department who investigated the incident and arrested the alleged perpetrator.

Mayor Colson thanked the Police Department for their work ensuring that this was quickly resolved.

**b. PROCLAMATION RECOGNIZING SAN MATEO COUNTY SUPERVISOR DAVE PINE FOR HIS SERVICE IN PUBLIC OFFICE**

Mayor Colson read a proclamation recognizing San Mateo County Supervisor Dave Pine for his dedicated service to the Burlingame community.

Mayor Colson stated that it had been her honor to work with Supervisor Pine for over 20 years. She noted that he is a quintessential public servant and thanked him for his service.

Vice Mayor Stevenson talked about working with Supervisor Pine to get a parcel tax passed for Burlingame School District. He thanked him for his dedicated work to the community.

Councilmember Pappajohn stated that she appreciated the work that Supervisor Pine has conducted on behalf of the environment.

Councilmember Lee noted that Supervisor Pine focuses on the community and not on himself. She thanked him for all of his work on behalf of the community.

Councilmember Brownrigg stated that Supervisor Pine consistently led with vision and his heart.

Supervisor Pine thanked the Council, the community, and his family for all their support.

**c. PROCLAMATION RECOGNIZING STEPHANIE LEE FOR HER SERVICE AS A COUNCILMEMBER**

Mayor Colson read a proclamation recognizing Stephanie Lee's service to the community as an interim Councilmember.

Mayor Colson thanked Councilmember Lee for stepping in and assisting the Council for four months after the departure of Vice Mayor Beach from the City Council.

Vice Mayor Stevenson stated that he would miss Councilmember Lee and her insightfulness on Council.

Councilmember Pappajohn discussed how quickly Councilmember Lee picked up everything on Council.

Councilmember Brownrigg stated that Councilmember Lee set a high bar for anyone who joins the Council on a temporary basis.

Councilmember Lee thanked the Council and the Department Head team for their assistance during her four-month tenure.

Supervisor Pine presented Councilmember Lee with a proclamation on behalf of the San Mateo County Board of Supervisors.

**d. PROCLAMATION RECOGNIZING MICHAEL J. MATTEUCCI UPON HIS RETIREMENT**

Mayor Colson read a proclamation recognizing Police Chief Matteucci for his 33 years of service to the Burlingame community.

Vice Mayor Stevenson discussed Police Chief Matteucci's care for the community and thanked him for all his communication with the Council.

Councilmember Pappajohn thanked Police Chief Matteucci for taking the time to talk with her children after the George Floyd murder in order to make her family feel seen and safe.

Councilmember Lee discussed how she felt safe in Burlingame and stated that it is in large part due to how well run Burlingame's Police Department is.

Councilmember Brownrigg talked about Police Chief Matteucci's connection to the community and thanked him for consistently exercising good judgment.

Police Chief Matteucci thanked the community, Council, and his colleagues for their support. He noted that it would be a hard adjustment to not come into work after 33 years of service.

Supervisor Pine presented Police Chief Matteucci with a proclamation on behalf of the San Mateo County Board of Supervisors.

**e. REPORT FROM MEASURE I OVERSIGHT COMMITTEE**

Pete Roddy gave the report out from the Measure I Oversight Committee.

**8. PUBLIC COMMENTS**

There were no public comments.

**9. APPROVAL OF CONSENT CALENDAR**

Mayor Colson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. No items were pulled.

Vice Mayor Stevenson made a motion to approve the Consent Calendar; seconded by Councilmember Lee. The motion passed unanimously by roll call vote, 5-0.

a. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE NOVEMBER 18, 2024 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approval of the City Council meeting minutes for the November 18, 2024, Regular City Council Meeting.

b. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE NOVEMBER 19, 2024 BEAUTIFICATION COMMISSION AND PARKS AND RECREATION COMMISSION INTERVIEWS**

City Clerk Hassel-Shearer requested Council approval of City Council meeting minutes for November 19, 2024, Beautification Commission and Parks and Recreation Commission Interviews.

c. **ADOPTION OF AN ORDINANCE AMENDING BURLINGAME MUNICIPAL CODE CHAPTER 25.40 OF ARTICLE 3; CHAPTER 25.48 OF ARTICLE 4; CHAPTER 25.60 OF ARTICLE 6; CHAPTER 25.88 OF ARTICLE 6; CHAPTER 25.98 OF ARTICLE 6; AND CHAPTER 25.100 OF ARTICLE 7, RELATED TO ACCESSORY DWELLING UNITS; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15282, 15378, AND 15061(B)(3)**

CDD Zayer requested Council adopt Ordinance Number 2035.

d. **SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AMENDING CHAPTER 8.19 OF TITLE 8 OF THE BURLINGAME MUNICIPAL CODE TO ALLOW EXISTING TOBACCO RETAILER PERMIT HOLDERS AN EXEMPTION FROM CERTAIN RELOCATION DISTANCE REQUIREMENTS FOR A PERIOD OF TWO YEARS, ELIMINATING CERTAIN RESTRICTIONS ON RETAILER PERMIT TRANSFERS AND DISCONTINUING THE ISSUANCE OF NEW TOBACCO RETAILER PERMITS; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTION 15378 AND 15061(b)(3)**

ACA Spansail requested Council adopt Ordinance Number 2036.

e. **SECOND READING AND ADOPTION OF UPDATED TREE ORDINANCE – REPEALING CHAPTERS 11.04 AND 11.06 OF THE BURLINGAME MUNICIPAL CODE TITLE 11 (TREES AND VEGETATION) AND ADOPTING A NEW CHAPTER 11.06 (URBAN REFORESTATION AND TREE PROTECTION); CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15307 AND 15038**

City Arborist Holtz requested Council adopt Ordinance Number 2037.

- f. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR HUMAN RESOURCES CONSULTATION SERVICES WITH IT'S PERSONNEL PC, FOR A NOT TO EXCEED AMOUNT OF \$150,000**

HR Director Saguisag-Sid requested Council adopt Resolution Number 149-2024.

- g. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO PROCURE SITE FURNISHINGS IN THE AMOUNT OF \$355,223.17 FOR THE TOWN SQUARE PROJECT, CITY PROJECT #86120**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 150-2024.

- h. **ADOPTION OF A RESOLUTION TO ADOPT THE UPDATED EMERGENCY SERVICES COUNCIL JOINT POWERS AGREEMENT**

City Manager Goldman requested Council adopt Resolution Number 151-2024.

- i. **ADOPTION OF A RESOLUTION TO APPROVE THE BUDGET AMENDMENT FOR FISCAL YEAR 2024-25 BY \$545,412 FOR AN ADDITIONAL CONTRIBUTION TO THE CENTRAL COUNTY FIRE DEPARTMENT JOINT POWERS AUTHORITY**

Finance Director Yu-Scott requested Council adopt Resolution Number 152-2024.

- j. **ADOPTION OF A RESOLUTION APPROVING PLANNING COMMISSION RULES OF PROCEDURES AND RESCINDING RESOLUTION NUMBER 110-2002**

CDD Zayer requested Council adopt Resolution Number 153-2024.

- k. **ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024**

City Clerk Hassel-Shearer requested Council adopt Resolution Number 154-2024.

- l. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR EXECUTIVE RECRUITMENT SERVICES WITH TERI BLACK & COMPANY LLC, FOR A MAXIMUM AMOUNT OF \$150,000**

HR Director Saguisag-Sid requested Council adopt Resolution Number 155-2024.

- m. **ACCEPTANCE OF THE CITY OF BURLINGAME ANNUAL COMPREHENSIVE FINANCIAL REPORT AND OTHER RELATED ANNUAL AUDIT REPORTS FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Finance Director Yu-Scott requested Council accept the City's Annual Comprehensive Financial Report and other related annual audit reports for the fiscal year that ended June 30, 2024.

n. **ADOPTION OF THE 2025 CITY COUNCIL CALENDAR**

City Clerk Hassel-Shearer requested Council adopt the 2025 City Council Calendar.

10. **PUBLIC HEARINGS**

There were no public hearings.

11. **STAFF REPORTS AND COMMUNICATIONS**

a. **CONSIDERATION OF TWO APPOINTMENTS TO THE TRAFFIC, SAFETY & PARKING COMMISSION**

City Manager Goldman stated that there are two vacancies on the Traffic, Safety & Parking Commission due to the expiring terms of Prentice Ng and Athan Rebelos. She explained that the City received two applications by the deadline of December 2, 2024, and interviewed Jennifer Johnson and Robert "Tony" Brown on December 9. She added that the appointees' terms were for three years ending on November 6, 2027.

Mayor Colson opened the item up for public comment. No one spoke.

The Council marked their ballots and submitted them to the City Clerk. The City Clerk read the ballots.

Congratulations to Jennifer Johnson and Robert "Tony" Brown on their appointments to the Traffic, Safety & Parking Commission.

b. **CONSIDERATION OF FORMATION OF AND APPOINTMENTS TO ART COMMISSION TASK FORCE**

City Librarian McCulley stated that at the August 19, 2024, Council meeting, staff recommended approval of the creation of a two-member art liaison ad hoc committee. The Council approved the creation of the committee. He noted that on December 9, the Council interviewed potential candidates for the ad hoc committee.

Mayor Colson stated that after interviewing the candidates, the Council discussed establishing a task force instead of creating a two-member art liaison ad hoc committee. She explained that the task force would be charged with creating a strategic plan for public art in the city.

Councilmember Pappajohn stated that she thought it was important to have about three people on the task force.

Councilmember Lee concurred with Councilmember Pappajohn.

Vice Mayor Stevenson discussed the importance of art in the community. He added that he believed that creating a task force would ensure that the City is no longer reactive to the donation of art but instead proactive in creating art for the community. He thought that the task force would allow the City to obtain feedback and input from the community and local artists.

Councilmember Brownrigg voiced his approval of moving forward with a task force. He suggested appointing five members to the task force.

Mayor Colson opened the item up for public comment.

Cathy Baylock discussed her support for the creation of the art task force.

Mayor Colson closed public comment.

Mayor Colson stated that this would be a working group that doesn't include Councilmembers. She explained that in order to move the ball forward, she would suggest three members be appointed to the task force. She added that if her colleagues agreed, then she and the Vice Mayor would work with staff to appoint members to the task force.

Council concurred.

## **12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS**

There were none.

## **13. FUTURE AGENDA ITEMS**

There were no future agenda items.

## **14. ACKNOWLEDGMENTS**

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and Library Board of Trustees are available online at [www.burlingame.org](http://www.burlingame.org).

## **15. CEREMONIAL**

### **a. SWEARING IN OF DISTRICT 1 COUNCILMEMBER ANDREA PAPPAJOHN**

Councilmember Pappajohn was sworn in by her husband Kimathi Marangu.

**b. SWEARING IN OF DISTRICT 2 COUNCILMEMBER DESIREE THAYER**

Councilmember Thayer was sworn in by her partner John Paolini

**c. SWEARING IN OF DISTRICT 4 COUNCILMEMBER DONNA COLSON**

Mayor Colson was sworn in by her friends Mary Hockridge, Janet Martin, and Maria Ribera.

**d. ROTATION OF COUNCILMEMBERS**

Mayor Colson gave a review of her year as Mayor. She discussed the collaboration of staff, support from the community, and leadership from the Council.

Mayor Colson reviewed the City's tradition of rotating the Mayor on an annual basis. She congratulated Peter Stevenson and Michael Brownrigg on becoming Mayor and Vice Mayor, respectively, for 2025.

Mayor Stevenson thanked the community for their support.

**16. ADJOURNMENT**

The City Council adjourned the meeting in memory of former Mayor Janney at 9:04 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk