



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda

City Council

Monday, August 18, 2025

7:00 PM

Council Chambers/Zoom

To Attend the Meeting in Person:

Council Chambers, 501 Primrose Road, Burlingame, California

To Attend the Meeting via Zoom:

Consistent with Government Code Section 54953, the meeting will also be held via Zoom.

To access the meeting via computer:

Go to www.zoom.us/join

Meeting ID: 848 5472 2363

Passcode: 579681

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 848 5472 2363

Passcode: 579681

To Provide Public Comment in Person:

Members of the public wishing to speak will be asked to fill out a "Request to Speak" card located on the table by the door and then hand it to staff. The provisions of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, but the Mayor may adjust the time limit in light of the number of anticipated speakers.

To Provide Public Comment via Email:

Members of the public may provide written comments by email to publiccomment@burlingame.org. Your email should include the specific agenda item on which you are commenting. Please note if your comment concerns an item that is not on the agenda. Emailed public comments that are received by 4:00 p.m. on August 18, 2025, will be included in a supplemental packet that will be sent to the City Council prior to the meeting and published on the City's website here: <https://www.burlingame.org/169/City-Council---Agendas-and-Minutes>

LEVINE ACT

The Levine Act (California Government Code Section 84308) prohibits, in certain cases, campaign contributions to members of the City Council by those who have proceedings (e.g., applications for land use and other entitlements, contracts, etc.) pending before the City Council and by those who may have an interest in proceedings (including those acting as agents for applicants or potential contractors). Moreover, the Levine Act may require disclosure of contributions by such individuals. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a City Councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the the Levine Act and consider consulting an attorney. A 2023 version of the Levine Act and a Fair Political Practices Commission summary of it can be found here: <https://www.burlingame.org/1206/Levine-Act-Information>

1. CALL TO ORDER - 7:00 p.m. - Council Chambers/Zoom**2. PLEDGE OF ALLEGIANCE TO THE FLAG****3. ROLL CALL****4. REQUEST FOR AB 2449 REMOTE PARTICIPATION**

Announcements/consideration and approval of requests by City Councilmembers to participate remotely pursuant to AB 2449 (Government Code Section 54953(f)).

5. REPORT OUT FROM CLOSED SESSION**6. UPCOMING EVENTS****7. PRESENTATIONS**

- a. Swearing In and Introduction of the City's New Police Chief Raj Vaswani
- b. Proclamation Recognizing Cafe Capuchino
- c. Recognizing August as National Emergency Management Awareness Month
- d. Update on the Traffic Signal Project at Carolan Avenue and Oak Grove Avenue

8. PUBLIC COMMENTS, NON-AGENDA

Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the City Council from acting on any matter that is not on the agenda.

9. APPROVAL OF CONSENT CALENDAR

Consent calendar items are usually approved in a single motion, unless pulled for separate discussion. Any member of the public wishing to comment on an item listed here may do so by submitting a speaker slip for that item in advance of the Council's consideration of the consent calendar.

a. Approval of City Council Meeting Minutes for the July 7, 2025 Closed Session

Attachments: [Meeting Minutes](#)

b. Approval of City Council Meeting Minutes for the July 7, 2025 Regular Meeting

Attachments: [Meeting Minutes](#)

c. Adoption of a Resolution Authorizing the City Manager to Execute a \$132,405 Agreement for Services and License of Software with Selectron Technologies, Inc. for Automated Building Inspection Scheduling Services.

Attachments: [Staff Report](#)
[Resolution](#)
[Service and License Agreement](#)

d. Adoption of a Resolution Approving a Professional Services Agreement with Telstar Instruments, Inc. for Supervisory Control and Data Acquisition (SCADA) System Services in the Amount of \$600,000 for a Period of Three Years and Authorizing the City Manager to Execute the Agreement

Attachments: [Staff Report](#)
[Resolution](#)
[Professional Services Agreement](#)

e. Adoption of a Resolution Awarding a \$977,200 Construction Contract to Villalobos & Associates, Inc. for the 2025 Sidewalk Repair Program, City Project No. 87010, and Authorizing the City Manager to Execute the Construction Contract

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Construction Contract](#)
[Project Location Map](#)

- f. Adoption of a Resolution Approving the Procurement of Six Vehicles and Two Pieces of Equipment for the City's Fleet System as Part of the FY 2025-2026 Vehicle Replacement Program in the Amount of \$717,427.71

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Bid Proposals](#)

- g. Adoption of a Resolution Approving the City of Burlingame Supporting the E-Micromobility Project, Authorizing Submittal of an Application to the Cycle 3 San Mateo County Transportation Authority for Measure A Alternative Congestion Relief and Measure W Transportation Demand Management Program Funding, Authorizing the City Manager to Negotiate and Execute a Funding Agreement, and Authorizing Contribution of Matching Funds in the Amount of \$40,000

Attachments: [Staff Report](#)
[Resolution](#)

- h. Adoption of a Resolution Approving Agreements with Commute.org to Provide Commuter Shuttle Services for the Burlingame Bayside (BAY) Shuttle for a Maximum Amount of \$152,917, and for the Millbrae-Burlingame Commuter (MBC) Shuttle for a Maximum Amount of \$87,532, for Fiscal Year 2025-26 and 2026-27, and Authorizing the City Manager to Execute Both Agreements

Attachments: [Staff Report](#)
[Resolution](#)
[Burlingame Bayside Shuttle Agreement](#)
[Millbrae Burlingame Commuter Shuttle Agreement](#)
[Burlingame Shuttles Map](#)

- i. Adoption of a Resolution Authorizing the City Manager to Execute a One- Year Service Agreement with Conference Technologies, Inc. to Support and Service the Audio-Visual Equipment in the Council Chambers for an Amount Not to Exceed \$10,000

Attachments: [Staff Report](#)
[Resolution](#)
[Proposed Agreement](#)
[Original Agreement](#)

- j. Annual Renewal of the Burlingame Avenue Area Business Improvement District (DBID); Resolution Approving the 2024-25 Annual Report; Declaring the City's Intention to Establish and Levy Assessments for Fiscal Year 2025-26; and Setting Required Public Hearing for September 15, 2025 at 7:00 pm. at the City Council Chambers, 501 Primrose Road, Burlingame, CA

Attachments: [Staff Report](#)
[Resolution](#)
[Notice](#)

- k. Approval of Out-of-State Travel for a Parks and Recreation Supervisor to Attend the Vermont Systems 2025 Symposium

Attachments: [Staff Report](#)
[Vermont Systems Symposium Information Sheet](#)

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers report on committees and activities and make announcements.

13. FUTURE AGENDA ITEMS

14. ACKNOWLEDGMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic Safety and Parking Commission, Beautification Commission, Parks and Recreation Commission, and the Library Board of Trustees are available online at www.burlingame.org.

15. ADJOURNMENT

Notice: Any attendees who require assistance, a disability related modification, or language assistance in order to participate in the meeting should contact Meaghan Hassel-Shearer, City Clerk by 10:00 a.m. on Monday, August 18, 2025 at (650) 558-7203 or at mhasselshearer@burlingame.org. Any individual who wishes to request an alternate format for the agenda, meeting notice, or other writings that are distributed at the meeting should contact Meaghan Hassel-Shearer, City Clerk, by 10:00 a.m. on Monday, August 18, 2025 at (650) 558-7203 or at mhasselshearer@burlingame.org.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and your ability to comment.

NEXT CITY COUNCIL MEETING

Regular City Council Meeting on Tuesday, September 2, 2025

VIEW REGULAR COUNCIL MEETING ONLINE

<https://www.burlingame.org/169/City-Council---Agendas-and-Minutes>

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection via www.burlingame.org or by emailing City Clerk Meaghan Hassel-Shearer at mhasselshearer@burlingame.org. If you are unable to obtain information via the City's website or through email contact the City Clerk at (650) 558-7203.