



# City of Burlingame CITY COUNCIL AGENDA

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**MONDAY, APRIL 06, 2026 AT 7:00 PM**  
**COUNCIL CHAMBERS**  
**BURLINGAME CITY HALL**  
**501 PRIMROSE ROAD**  
**OR VIA ZOOM**

**CITY COUNCIL MEMBERS:**

Michael Brownrigg, Mayor  
Andrea Pappajohn, Vice Mayor  
Donna Colson  
Desiree Thayer  
Peter Stevenson

**To Attend the Meeting in Person:**

Council Chambers, 501 Primrose Road, Burlingame, California 94010

**To Attend the Meeting via Zoom:**

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

To access the meeting by computer:

Go to [www.zoom.us/join](http://www.zoom.us/join)

Meeting ID: 828 1170 0430

Passcode: 291776

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 828 1170 0430

Passcode: 291776

**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 provision 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](mailto: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 Monday, April 6, 2026, will be included in a supplemental packet that will be sent to the City Council prior to the meeting and published 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 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 on the City's website 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. REPORT OF REMOTE PARTICIPATION**

Announcements of remote participation and basis for remote appearance by a City Councilmember pursuant to Government Code Section 54953.8 and Government Code Section 54953.8.3.

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

- a. Presentation of Community Lifesaver Award to Ms. Tina Long
- b. 2026 Revenue Measure Feasibility Survey

**8. PUBLIC COMMENTS, NON-AGENDA**

Members of the public may speak on 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. 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 "Request to Speak" card for that item in advance of the Council's consideration of the Consent Calendar.

- a. Approval of City Council Meeting Minutes for the March 11, 2026 FY 2025-26 Mid-Year Budget Study Session

Attachments: [Meeting Minutes](#)

- b. Approval of City Council Meeting Minutes for the March 16, 2026 Closed Session

Attachments: [Meeting Minutes](#)

- c. Approval of City Council Meeting Minutes for the March 16, 2026 Study Session

Attachments: [Meeting Minutes](#)

- d. Approval of City Council Meeting Minutes for the March 16, 2026 Regular Session

Attachments: [Meeting Minutes](#)

- e. Adoption of a Resolution Authorizing the City Manager to Enter into a Two-year Service Agreement with On-Camera Productions for Video Coverage of City Council, Planning Commission, and Traffic, Safety & Parking Commission Meetings in an Amount Not to Exceed \$70,000

Attachments: [Staff Report](#)

[Resolution](#)

[Proposed Agreement](#)

[Scope of Service](#)

- f. Adoption of a Resolution Appointing a Representative and an Alternate for the PLAN JPA Board of Directors

Attachments: [Staff Report](#)

[Resolution](#)

- g. Consideration of the City of Burlingame Master Fee Schedule for the 2026-27 Fiscal Year; and Adoption of a Resolution of Intent to Amend the City of Burlingame Master Fee Schedule for the 2026-27 Fiscal Year and Set the Public Hearing for Such Amendment for May 4, 2026, at 7:00 P.M. in the City of Burlingame Council Chambers

Attachments: [Staff Report](#)  
[Resolution](#)  
[FY2026-27 Proposed Burlingame Master Fee Schedule](#)  
[February 2026 CPI](#)  
[User Fee Cost Recovery Policy](#)

- h. Annual Renewal of the Burlingame Avenue Area Business Improvement District (DBID); Resolution Approving the 2025-26 Annual Report; Declaring the City's Intention to Establish and Levy Assessments for Fiscal Year 2026-27; and Setting Required Public Hearing for May 4, 2026 at 7:00 pm. in the City Council Chambers, 501 Primrose Road, Burlingame, CA

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

- i. Adoption of a Resolution of Intention to Levy Broadway Area Business Improvement District Assessments for Fiscal Year 2026-27; Setting a Public Hearing for May 4, 2026; and Approving the District's Annual Report for 2025-26

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

- j. Adoption of a Resolution Awarding a \$293,718 Construction Contract to Finish Line Electric, Inc. for the Electric Vehicle Chargers Installation at the Public Works Corporation Yard, City Project No. 86900, and Authorizing the City Manager to Execute the Construction Contract

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

- k. Adoption of a Resolution Awarding a \$192,000 Construction Contract to Bear Electrical Solutions, LLC for the California Drive Congestion Management Video Detection Project, City Project No. 86790, and Authorizing the City Manager to Execute the Construction Contract

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

- l. Approval of Out-of-State Travel for the Parks and Recreation Director to Attend the National Recreation and Parks Association Annual Conference

Attachments: [Staff Report](#)

- m. Open Nomination Period to Fill Two Vacancies on the Library Board of Trustees

Attachments: [Staff Report](#)

## 10. PUBLIC HEARINGS (Public Comment)

- a. Public Hearing and Adoption of a Resolution Adjusting the Storm Drainage Fee for Fiscal Year 2026-27 by 2.0% Based on the CPI - San Francisco Area as Published on March 11, 2026

Attachments: [Staff Report](#)  
[Resolution](#)  
[February 2026 CPI](#)

- b. Introduction and First Reading of an Ordinance to Repeal and Replace Chapter 3.40 (Planning Commission) of Title 3 of the Burlingame Municipal Code, to Reduce the Number of Planning Commissioners, Select a Vice Chair, and Revise the Role of the Secretary

Attachments: [Staff Report](#)  
[Redlined Chapter 3.40](#)  
[Ordinance for Chapter 3.40](#)

- c. Introduction and First Reading of an Ordinance Renewing the Burlingame Police Department Military Equipment Use Policy and Authorizing Additional Military Equipment; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15601(b)(3)

Attachments: [Staff Report](#)  
[Exhibit A - Military Equipment Policy](#)  
[2025 Military Equipment List \(PDF\)](#)  
[Exhibit B - 2025-2026 Annual Military Equipment Report](#)  
[Ordinance](#)

## 11. STAFF REPORTS (Public Comment)

- a. Consideration of One Appointment to the Measure I Citizens' Oversight Committee

Attachments: [Staff Report](#)

- b. Consideration of Two Appointments to the Planning Commission

Attachments: [Staff Report](#)

## 12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers report on committees and activities and make announcements.

## 13. FUTURE AGENDA ITEMS

Councilmembers may suggest items to be put on a future agenda.

## 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](http://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, April 6, 2026 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto: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, April 6, 2026 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto: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 Monday, April 20, 2026 at 7:00 p.m.****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](http://www.burlingame.org) or by emailing City Clerk Meaghan Hassel-Shearer at [mhasselshearer@burlingame.org](mailto:mhasselshearer@burlingame.org). If you are unable to obtain information via the City's website or through email, contact City Clerk Meaghan Hassel-Shearer at (650) 558-7203.