



City of Burlingame CITY COUNCIL AGENDA

**MONDAY, NOVEMBER 17, 2025 AT 7:00 PM
COUNCIL CHAMBERS
501 PRIMROSE ROAD
HYATT PLACE BOSTON/SEAPORT DISTRICT
LOBBY
295 NORTHERN AVE, BOSTON, MA
OR VIA ZOOM**

CITY COUNCIL MEMBERS:

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

*Councilmember Thayer will be appearing at the meeting remotely from:
Hyatt Place Boston / Seaport District Lobby
295 Northern Ave, Boston, MA 02210*

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

Meeting ID: 820 8332 6257

Passcode: 725583

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 820 8332 6257

Passcode: 725583

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. 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, November 17, 2025, 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 website here: <https://www.burlingame.org/1206/Levine-Act-Information>

1. CALL TO ORDER - 7:00 p.m. - Council Chambers/ Hyatt Place Boston, Seaport District Lobby, 295 Northern Ave, Boston, MA 02210/ 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 54943(f)).

5. REPORT OUT FROM CLOSED SESSION

6. UPCOMING EVENTS

7. PRESENTATIONS

- a. Presentation of a Veterans Day Certificate
- b. Presentation from the San Jose Conservation Corps + Charter School

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 November 3, 2025 Closed Session

Attachments: [Meeting Minutes](#)

- b. Adoption of a Resolution Awarding a \$338,520 Construction Contract to Telstar Instruments for the Trousdale Pump Station Variable Frequency Drive Replacement, City Project No. 85800, and Authorizing the City Manager to Execute the Construction Contract

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

- c. Adoption of a Resolution Approving the Procurement of Four Vehicles for the City's Fleet System as Part of the FY 2025-26 Vehicle Replacement Program in the Amount of \$1,728,488.36

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Bid Proposals](#)
[Sourcewell Contract No. 101221-VAC](#)

- d. Adoption of a Resolution Authorizing Amendment No. 1 to the Janitorial Services Agreement with Karla's Janitorial and Suppliers, LLC, to Extend the Janitorial Services for a Period of an Additional Two Months and Increasing the Contract Amount by \$92,785, for a Total Not-to-Exceed Amount of \$1,683,917

Attachments: [Staff Report](#)
[Resolution](#)
[Amendment No. 1](#)
[Original Agreement](#)

- e. Adoption of a Resolution Accepting the Easton Creek Berm Improvements and El Portal Channel Rehabilitation, City Project No. 86730, by B and D Excavation and Construction in the Amount of \$355,200

Attachments: [Staff Report](#)
[Resolution](#)
[Project Location Map](#)
[Final Progress Payment](#)

- f. Adoption of a Resolution Authorizing the City Manager to Execute a Three-Year Professional Services Agreement with Packet Fusion, Inc. for Support and Maintenance of the RingCentral Telephone System for \$9,711, with the Option to Renew the Services Annually Thereafter, and Authorizing the City Manager or Her Designee to Execute Amendments to Add or Change the Scope of Service as Needed

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

- g. Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Telecommunications Engineering Associates ("TEA") to Procure, Maintain, and Service the Police Department's Emergency Radio Communications System for \$818,150.

Attachments: [Staff Report](#)
[Resolution](#)
[Agreement](#)
[BRL Analog Radio Quote 2025 V4.5](#)
[BRL Analog Console 2025 V4.5](#)

- h. Approval of Quarterly Investment Report Period Ending September 30, 2025

Attachments: [Staff Report](#)
[Portfolio Holdings as of September 30, 2025](#)
[CERBT Strategy 2 Fund Facts for September 30, 2025](#)
[CERBT Quarterly Statement for September 30, 2025](#)
[PARS Monthly Statement for September 30, 2025](#)

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS (Public Comment)

- a. Adoption of a Resolution Approving the Police Department's Purchase of a Two-officer Virtual Reality Training System by Operator XR, with Warranty and Service Agreement and Product License, for a Total Cost of \$138,606.25

Attachments: [Staff Report](#)
[Resolution](#)
[Professional Services Agreement](#)
[Price Quote](#)
[Operator XR Brochure](#)

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 on the City's website: 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, November 17, 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, November 17, 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 Monday, December 1, 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 City Clerk Meaghan Hassel-Shearer at (650) 558-7203.