



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda - Final-revised City Council

Monday, November 18, 2024

7:00 PM

Council Chambers/Zoom

Consistent with Government Code Section 54953, this City Council Meeting will be held via Zoom in addition to in person.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home or attend the meeting in person. Below is information on how the public may observe and participate in the meeting.

To Attend the Meeting in Person:

Location: Council Chambers, 501 Primrose Road, Burlingame, California 94010

To Attend the Meeting via Zoom:

To access the meeting by computer:

Go to www.zoom.us/join

Meeting ID: 824 9678 4198

Passcode: 541714

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 824 9678 4198

Passcode: 541714

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, however, the Mayor may just 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. Emailed comments should include the specific agenda item on which you are commenting. Note that your comment concerns an item that is not on the agenda. The length of the comment should be commensurate with the three minutes customarily allowed for verbal comments which is approximately 250 to 300 words. To ensure that your comment is received and read to the City Council for the appropriate agenda item, please submit your email no later than 5:00 p.m. on Monday, November 18, 2024. The City will make every effort to read emails received after that time but cannot guarantee such emails will be read into the record. Any emails received after the 5:00 p.m. deadline which are not read into the record will be provided to the City Council after the meeting.

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 here: <https://www.burlingame.org/1206/Levine-Act-Information>.

1. CALL TO ORDER - 7:00 p.m. - Council Chambers

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2. PLEDGE OF ALLEGIANCE TO THE FLAG**3. ROLL CALL**

4. REQUEST FOR AB 2449 REMOTE PARTICIPATION

Announcements/consideration and approval of requests by Councilmembers to participate pursuant to AB 2449 (Government Code Section 54943(f)).

5. REPORT OUT FROM CLOSED SESSION

6. UPCOMING EVENTS

7. PRESENTATIONS

- a. Veteran's Day Certificate Presentation
- b. Youth Advisory Committee ("YAC") Presentation
- c. OneShoreline Resiliency Project Presentation

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 October 21, 2024 Regular City Council Meeting
Attachments: [Meeting Minutes](#)
- b. Approval of City Council Meeting Minutes for the November 4, 2024 City Council Closed Session
Attachments: [Meeting Minutes](#)
- c. Approval of City Council Meeting Minutes for the November 4, 2024 Regular City Council Meeting
Attachments: [Meeting Minutes](#)
- d. Approval of City Council Meeting Minutes for the November 12, 2024 Special Meeting
Attachments: [Meeting Minutes](#)
- e. Approval of City Council Meeting Minutes for the November 13, 2024 Closed Session
Attachments: [Meeting Minutes](#)

- f. Second Reading and Adoption of an Ordinance Amending Section 8.18.040 of Chapter 8.18 of Title 8 of the Burlingame Municipal Code to Make Permanent a Previously Temporary Ban on Smoking in the Broadway and Downtown Burlingame Pedestrian Retail Districts (CEQA Determination: Exempt Pursuant to State CEQA Guidelines Section 15378 and 15061(b)(3))
- Attachments:** [Staff Report](#)
[Proposed Ordinance](#)
- g. Adoption of an Ordinance Amending Chapter 13.36.040 of the Burlingame Municipal Code to Establish a Two-Hour Parking Restriction on the East Side of California Drive Between Carmelita Avenue and 300 Feet South of Carmelita Avenue; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15061(b)(3)
- Attachments:** [Staff Report](#)
[Proposed Ordinance](#)
[November 4, 2024 Council Staff Report](#)
[September 26, 2024 TSPC Staff Report](#)
- h. Adoption of a Resolution Authorizing the City Manager to Execute Amendment #1 to the Professional Services Agreement with Coastland Civil Engineering, LLP, to Increase the Contract Amount by \$14,634, for a New Total Amount of \$113,634, for the Mills Canyon Slide Repair, City Project No. 86780
- Attachments:** [Staff Report](#)
[Resolution](#)
[Professional Services Agreement, LLP with Coastland Civil Services Agreement](#)
[Original Professional Services Agreement with Coastland Civil Engineering, LLF](#)
- i. Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement for Contract Building Services with True North Compliance Services, Inc., to Increase the Contract Amount by \$540,000, for a Total Compensation of \$1,640,000; and Amendment No. 2 to the Professional Services Agreement with Bureau Veritas North America, Inc., to Increase the Contract Amount by \$250,000, for a Total Compensation of \$1,810,000, for Fiscal Year 2024-2025.
- Attachments:** [Staff Report](#)
[True North Resolution](#)
[Amendment 2 to TN Agreement](#)
[True North Exhibit A](#)
[Amendment to Original TN Agreement](#)
[Bureau Veritas Resolution](#)
[Amendment 2 to BV Agreement](#)
[Bureau Veritas Exhibit A](#)
[Amendment to Original BV Agreement](#)

- j. Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement with Garden Guidance LLC. for Arborist Services to Increase the Contract Amount by \$200,000, for a Total Compensation Not to Exceed \$298,800.
- Attachments:** [Staff Report](#)
 [Resolution](#)
 [Amendment 2 to Agreement](#)
 [Amendment 1 to Agreement](#)
- k. Adoption of a Resolution Approving the Annual Report on the Status of Impact Fees Collected as of June 30, 2024, Pursuant to the Mitigation Fee Act (Government Code Section 66000 et seq.)
- Attachments:** [Staff Report](#)
 [Resolution](#)
- l. Approval of Quarterly Investment Report Period Ending September 30, 2024
- Attachments:** [Staff Report](#)
 [Portfolio Holdings as of September 30, 2024](#)
 [CERBT Strategy 2 Fund Facts for September 30, 2024](#)
 [CERBT Quarterly Statement for September 30, 2024](#)
 [PARS Monthly Statement for September 30, 2024](#)
- m. Adoption of a Resolution Approving the San Mateo City/County Association of Governments Countywide Local Roadway Safety Plan
- Attachments:** [Staff Report](#)
 [Resolution](#)
 [C/CAG Countywide LRSP](#)
- n. Update on Public Comment Submitted via Email for City Council, Commission, and Committee Meetings Regarding Creation of a Supplemental Packet Instead of Reading Public Comment Emails During a Meeting
- Attachments:** [Staff Report](#)
- o. Adoption of a Resolution Authorizing the City Manager to Execute a Five-Year Agreement with RingCentral for a Cloud Hosted Phone System in the Amount of \$244,390 with the Option to Renew Subscription Services Annually; Execute Amendments to Add, Change, or Remove Licenses with RingCentral as Needed; and Execute a Professional Services Agreement with Packet Fusion for the Phone System Implementation Project Management, Configurations, Training, and Onsite Assistance in the Amount of \$35,380

- Attachments:** [Staff Report](#)
[Resolution](#)
[RingCentral Master Services Agreement](#)
[RingCentral Sales Proposal](#)
[Packet Fusion Professional Services Agreement](#)

10. PUBLIC HEARINGS (Public Comment)

- a. Public Hearing and Adoption of a Resolution Amending the City of Burlingame FY2024-25 Master Fee Schedule.

- Attachments:** [Staff Report](#)
[Resolution](#)
[2024-25 Proposed Burlingame Master Fee Schedule Amendment](#)

- b. Introduction and First Reading of an Ordinance of the City of 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 Distance and Transfer Requirements for a Period of Two Years; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378 and 15061(b)(3)

- Attachments:** [Staff Report](#)
[Proposed Ordinance](#)
[Ordinance No. 2026](#)

11. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

- a. Discussion and Direction on Economic Development Subcommittee Assignments

- Attachments:** [Staff Report](#)
[Mayor Brownrigg's Memorandum](#)
[Staff Report Memorializing Rotation](#)
[Resolution Approving Rotation](#)
[Staff Report Amending Rotation to Add an Alternate](#)
[Resolution Approving Addition of an Alternate](#)

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers report on committees and activities and make announcements.

- a. Mayor Colson's Council Committee Report

- Attachments:** [Report](#)

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, November 18, 2024 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 18, 2024 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 that the meeting, the materials related to it, and your ability to comment.

NEXT CITY COUNCIL MEETING

Regular City Council Meeting on Monday, December 2, 2024

VIEW REGULAR COUNCIL MEETING ONLINE

www.burlingame.org/video

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.