



City of Burlingame CITY COUNCIL AGENDA

**MONDAY, FEBRUARY 02, 2026 AT 7:00 PM
COUNCIL CHAMBERS
BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR HOKKAIDO, JAPAN
OR VIA ZOOM**

CITY COUNCIL MEMBERS:

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

*Councilmember Stevenson will be appearing at this meeting remotely from:
Chalet Tacito House
Niseko, Abuta District, Hokkaido 048-1511
Japan*

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: 864 9321 1268

Passcode: 646147

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 864 9321 1268

Passcode: 646147

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, February 2, 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 website: <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 54943(f)).

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

- a. Future Voter and I Voted Sticker Contest Announcement

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 January 20, 2026 Closed Session

Attachments: [Meeting Minutes](#)

- b. Approval of City Council Meeting Minutes for the January 20, 2026 Study Session

Attachments: [Meeting Minutes](#)

- c. Approval of City Council Meeting Minutes for the January 20, 2026 Regular City Council Meeting

Attachments: [Meeting Minutes](#)

- d. Second Reading and Adoption of an Ordinance Amending Chapter 6.54 "Burlingame Avenue Area Business Improvement District" to Adjust the Fiscal Year of The Burlingame Avenue Area Business Improvement District from October 1 – September 30 to July 1 – June 30; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15601(b)(3)

Attachments: [Staff Report](#)
[Proposed Ordinance](#)

- e. Adoption of a Resolution Accepting the Sisters of Mercy Pump Station Replacement Project, City Project No. 86290, by Pump Repair Service Company, Inc. in the Amount of \$318,016

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

- f. Adoption of a Resolution Awarding a \$402,262.26 Construction Contract to TK Elevator Corporation for the Library Public Elevator Modernization Project, City Project No. 87290, and Authorizing the City Manager to Execute the Construction Contract

Attachments: [Staff Report](#)
[Resolution](#)
[TK Construction Contract](#)
[TK Elevator Proposal](#)
[Sourcewell Contract No. 050224-TKE](#)
[Project Location Map](#)

- g. Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Group 4 Architecture to Provide Architectural and Related Services for the Conceptual Design of Planned Utilities and the Schematic Design for Phase 1 Improvements for the Parks Division Corporation Yard for \$397,800, City Project No. 85340; Transferring \$140,000 from the General Fund Unassigned Fund Balance to the Capital Improvement Fund; and Appropriating \$140,000 Within the Capital Improvement Fund for City Project 85340

Attachments: [Staff Report](#)
[Resolution](#)
[Draft Agreement with Group 4 Architecture](#)

- h. Adoption of a Resolution Selecting Swinerton Builders, with a Base Bid of \$3,714,000 and Add Alternate of \$985,055, as the Lowest Responsive and Responsible Bidder for the Burlingame City Hall Tenant Improvement Project at 1440 Chapin Avenue

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Third Floor Base Bid Floor Plan](#)
[Second Floor Bid Alternate](#)

- i. Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Godbe Research to Conduct a Transient Occupancy Tax Ballot Measure Feasibility Poll

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

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS (Public Comment)

- a. Consideration of Two Appointments to the Storm Drain Citizens' Oversight Committee

Attachments: [Staff Report](#)

- b. Discussion of Selection Process for the Bayfront Specific Plan Community Advisory Committee

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.

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, February 2, 2026 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, February 2, 2026 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, February 17, 2026 at 7:00 p.m.

Goal Setting Session on Wednesday, February 18, 2026 at 5:30 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 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.