



City of Burlingame CITY COUNCIL AGENDA

**MONDAY, OCTOBER 06, 2025 AT 7:00 PM
BURLINGAME CITY HALL COUNCIL
CHAMBERS
(501 PRIMROSE ROAD)
OR ZOOM MEETING**

CITY COUNCIL MEMBERS:

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

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: 814 5014 2419

Passcode: 766078

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 814 5014 2419

Passcode: 766078

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, October 6, 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>

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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. Proclamation Recognizing October as Domestic Violence Awareness Month
- b. Introduction of BAWSCA Chief Executive Officer Tom Smegal

Attachments: [Presentation](#)

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 September 15, 2025 City Council Regular Meeting

Attachments: [Meeting Minutes](#)

- b. Second Reading and Adoption of an Ordinance Adding Section 11.06.055, "Private Trees and Privately-Owned Vegetation (Public Nuisance)", to Chapter 11.06 of Title 11 of the Burlingame Municipal Code Regarding the Maintenance of Private Trees and Vegetation on Private Property; CEQA Determination: Exempt pursuant to State CEQA Guidelines Section 15378 and 15601(b)(3)

Attachments: [Staff Report](#)

[Staff Report - September 2, 2025](#)

[Ordinance](#)

- c. Adoption of Resolutions Approving the Amendment to the Amended and Restated Water Supply Agreement Between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County and Approving the Updated Tier 2 Drought Response Implementation Plan

Attachments: [Staff Report](#)

[Resolution - WSA](#)

[Resolution - Tier 2 Plan](#)

[Tier 2 Drought Response Implementation Plan](#)

[WSA Amendments \(Redlined\)](#)

- d. Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with MCCi, LLC for the Continued Use of Laserfiche as the City's Electronic Records Management System, Use of Laserfiche Forms, and Migration of the City's Records to the Laserfiche Cloud, for a Not-to-Exceed Amount of \$173,275.81 Over a Three-Year Term

Attachments: [Staff Report](#)

[Resolution](#)

[Letter of Removal - City of Burlingame \(2\)](#)

[Proposed Service Agreement](#)

[Exhibit A - Scope of Services](#)

- e. Adoption of a Resolution Declaring Laserfiche a Trusted System and Adopting (1) a Records Management Policy, (2) Procedures for Managing Records, and (3) Procedures for Searching, Storing, and Deleting Records in Laserfiche

Attachments: [Staff Report](#)
[Resolution](#)
[Exhibit A - Records Management Policy](#)
[Exhibit B - Procedures for Managing Records](#)
[Exhibit C - Procedures for Searching, Storing, and Deleting Records in Laserfiche](#)
[Exhibit D - Laserfiche Cloud Security and Compliance Document](#)

- f. Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Group 4 Architecture to Provide Audi-Visual Technology and Design Improvements for the Main Library Lane Community Room for a Not to Exceed Amount of \$47,700

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

- g. Adoption of a Resolution Rejecting All Proposals for the Lease of the Greyhound Bus Depot and Authorizing Staff to Re-advertise the Lease of the Greyhound Bus Depot

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

- h. Adoption of a Resolution Authorizing the City Manager to Execute First Amendments to Two Memoranda of Understanding Between the City of Burlingame and the County of San Mateo and the City of East Palo Alto; and First Amendments to Professional Service Agreements with PlaceWorks and Community Planning Collaborative, Extending the MOU and Agreement Terms from December 31, 2025, to December 31, 2026, for the Environmental Justice Element Collaborative Project

Attachments: [Staff Report](#)
[Resolution](#)
[Draft Amendment No. 1, Placeworks](#)
[Original Agreement, Placeworks](#)
[Draft Amendment No. 1, Community Planning Collaborative](#)
[Original Agreement, Community Planning Collaborative](#)
[Draft Amendment No. 1 MOU with County of San Mateo Extend Expiration to 12/31/2026](#)
[Executed County MOU \(2023\)](#)
[Draft Amendment No. 1 MOU with City of East Palo Alto Extend Expiration to 12/31/2026](#)
[Executed EPA MOU \(2023\)](#)

- i. Adoption of a Resolution Rejecting All Bids Received for the Wastewater Treatment Facility Headworks Concrete Channel Improvements Project, City Project No. 86830, and Authorizing Staff to Revise the Bid Documents and Re-advertise the Project

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

- j. Adoption of a Resolution Awarding a \$648,880 Construction Contract to Marina Mechanical Services for the Public Works Corporation Yard Energy Management System Upgrade Project, City Project No. 85360, and Authorizing the City Manager to Execute the Construction Contract

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

- k. Approval of Quarterly Investment Report Period Ending June 30, 2025

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

- l. Open Nomination Period to Fill Three Vacancies on the Parks & Recreation Commission

Attachments: [Staff Report](#)

- m. Open Nomination Period to Fill Two Vacancies on the Beautification Commission

Attachments: [Staff Report](#)

- n. Open Nomination Period to Fill One Vacancy on the Traffic, Safety & Parking Commission

Attachments: [Staff Report](#)

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS (Public Comment)

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, October 6, 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, October 6, 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, October 20, 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.