



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda - Final City Council

Monday, May 5, 2025

7:00 PM

Council Chambers/Zoom/Club Quarters Hotel
White House, 839 17th St NW, Washington, DC
20006

*Vice Mayor Brownrigg will be appearing at this meeting remotely from:
Lobby of the Club Quarters Hotel White House
839 17th Street NW
Washington, DC 20006*

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

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: 850 2028 4746

Passcode: 469024

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 850 2028 4746

Passcode: 469024

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 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 May 5, 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>

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 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/Zoom/Club Quarters Hotel
White House, 839 17th St. NW Washington, DC 20006**

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

4. REQUEST FOR REMOTE PARTICIPATION

Announcements/consideration and approval of requests by Councilmembers to participate pursuant to AB 2449 (Government Code Section 54953(f)).

5. REPORT OUT FROM CLOSED SESSION

6. UPCOMING EVENTS

7. PRESENTATIONS

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 April 21, 2025 City Council Meeting

Attachments: [Meeting Minutes](#)

b. Adoption of an Ordinance Renewing the Burlingame Military Equipment Use Policy; CEQA Determination: Exempt pursuant to State CEQA Guidelines Sections 15378, 15061(b)(3)

Attachments: [Staff Report](#)
[Ordinance](#)
[Exhibit A - Military Equipment Policy](#)
[2024 Military Equipment List](#)
[Exhibit B - 2024 Annual Military Equipment Report](#)
[Staff Report.April 21, 2025](#)

c. Adoption of Resolutions Awarding a \$2,794,150 Construction Contract to Westland Contractors Inc. for the Central Burlingame Terrace Subdivision Water Main Replacement, City Project No. 86440, and Valve Replacement Project Phase 2, City Project No. 85260; and Approving a \$458,005 Professional Services Agreement with Coastland Civil Engineering, LLP for Construction Management Services Related to the Project

Attachments: [Staff Report](#)
[Resolution Awarding Construction Contract](#)
[Resolution Approving Professional Services Contract](#)
[Bid Summary](#)
[Construction Contract](#)
[Professional Services Agreement](#)
[Project Location Map](#)

d. Adoption of Resolutions Initiating Proceedings to Renew the Levy and Collection of Assessments for the Downtown Burlingame Avenue Streetscape Improvement Project for Fiscal Year 2025-26; Approving the Annual Engineer's Report for Fiscal Year 2025-26; and Declaring the Intention to Levy and Collect Assessments for Fiscal Year 2025-26 and

Setting a Public Hearing on Monday, May 19, 2025, at 7:00 pm at 501 Primrose Road, Burlingame, CA 94010

Attachments: [Staff Report](#)
[Resolution Initiating Proceedings for Levy and Collections](#)
[Resolution Approving Annual Report for FY 2025-26](#)
[Updated Engineer's Report FY 2025-26](#)
[Resolution Declaring Intention to Levy & Collect Assessments](#)
[Staff Report - April 2, 2012](#)
[Staff Report - May 21, 2012](#)

- e. Adoption of a Resolution Authorizing the City Manager or Her Designee to Dispose of Surplus Furniture

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

- f. Adoption of a Resolution Authorizing the City Librarian to Accept Duncan Trust Funds in the Amount of \$50,000

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

- g. Adoption of a Resolution Approving Changes to the Department Head and Unrepresented Employees Compensation and Benefits Plan and Authorizing the City Manager to Execute the Plan on Behalf of the City

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

- h. Adoption of a Resolution Amending the Part-Time Salary & Benefits Plan

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

- i. Approval of Out-of-State Travel for Public Works Staff to Attend the City Thread Sponsored Accelerated Mobility Playbook Leadership Conference in Salt Lake City, Utah

Attachments: [Staff Report](#)
[AMP Leadership Gathering FAQs](#)
[AMP Leadership Gathering Draft Agenda](#)

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

Attachments: [Staff Report](#)

10. PUBLIC HEARINGS (Public Comment)

a. Public Hearing and Adoption of Broadway Area Business Improvement Assessments for Fiscal Year 2025-26

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

b. Public Hearing and Adoption of a Resolution Approving the City of Burlingame Master Fee Schedule for Fiscal Year 2025-26

Attachments: [Staff Report](#)
[Resolution](#)
[2025-26 Proposed Master Fee Schedule](#)

c. Introduction of an Ordinance Adopting Local Responsibility Area (LRA) Fire Hazard Severity Zones as Designated by the State Fire Marshal, Pursuant to Assembly Bill 211; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378 and 15061(B)(3)

Attachments: [Staff Report](#)
[Ordinance](#)
[LRA Map](#)
[Fire Hazard Severity Zones Methods](#)
[Frequently Asked Questions](#)
[Q&A – Insurance and CAL FIRE Maps](#)

11. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

a. Consideration of Up to 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

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 May 5, 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 May 5, 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, May 19, 2025

FY 2025-26 Budget Study Session on Wednesday, May 21, 2025

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.