



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda City Council

Monday, July 7, 2025

7:00 PM

Council Chambers/Zoom

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: 895 0011 7551

Passcode: 626187

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 895 0011 7551

Passcode: 626187

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, 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 July 7, 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 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/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 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 June 16, 2025 Study Session

Attachments: [Meeting Minutes](#)

- b. Approval of City Council Meeting Minutes for the June 16, 2025 Regular City Council Meeting

Attachments: [Meeting Minutes](#)

- c. Adoption of a Resolution Accepting the Mills Canyon Landslide Repair, Project No. 86780, in the Amount of \$1,358,252.29

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

- d. Adoption of a Resolution Accepting the Laguna Playground Renovation Project No. 86490 in the Amount of \$534,659.46

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

- e. Adoption of a Resolution Accepting the 2024 Street Resurfacing Project by Interstate Grading and Paving, Inc., City Project No. 86720, in the Amount of \$2,123,552.88

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

- f. Adoption of a Resolution Authorizing New Job Classifications and Approving the City of Burlingame Pay Rates and Ranges (Salary Schedule)

Attachments: [Staff Report](#)
[Resolution](#)
[Salary Schedule](#)
[Building Division Supervisor](#)
[Deputy City Manager](#)
[GIS Coordinator](#)
[IT Manager](#)

g. Adoption of a Resolution Approving the Updated Themed Block Tree Species List

Attachments: [Staff Report](#)
 [Resolution](#)
 [Shangtung Maple Data Sheet](#)
 [Gambel Oak Data Sheet](#)
 [Alphen's Globe Planetree Data Sheet](#)
 [February 6, 2025 Beautification Commission Staff Report and Minutes](#)
 [March 6, 2025 Beautification Commission Staff Report and Minutes](#)
 [May 1, 2025 Beautification Commission Staff Report and Draft Minutes](#)

h. Adoption of a Resolution Authorizing the City Manager to Execute a \$110,000 Professional Services Agreement with Fehr and Peers to Develop a Citywide Transportation Demand Management (TDM) Strategic Plan

Attachments: [Staff Report](#)
 [Resolution](#)
 [Professional Services Agreement](#)
 [Scope of Work and Budget](#)

i. Adoption of a Resolution Authorizing the City Manager to Execute Side Letter Agreements to the Memoranda of Understanding with the AFSCME Local 829 Administrative Unit and AFSCME Local 829 Maintenance Unit

Attachments: [Staff Report](#)
 [Resolution](#)
 [Side Letter Administrative Unit](#)
 [Side Letter Maintenance Unit](#)

j. Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute a First Amendment to the Lease Agreement with 1440 Chapin Owner LLC for 1440 Chapin Avenue

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

k. Adoption of a Resolution Awarding a \$450,000 Agreement to Bear Electrical Solutions to Provide Annual On-Call Traffic Signal Maintenance Services for a Three-Year Period and Authorizing the City Manager to Execute the Agreement

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

- I. Adoption of a Resolutions Awarding a \$1,783,783 Construction Contract to G. Bortolotto & Company, Inc., for the 2025 Street Resurfacing Program, City Project No. 86970; and Approving a Cost Sharing Agreement with the City of San Mateo for North Humboldt Street Resurfacing

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

- m. Adoption of a Resolution Awarding a \$357,200 Agreement for Public Improvement to B and D Excavation and Construction for the Easton Creek Berm Improvements and El Portal Channel Rehabilitation, City Project No. 86730, Authorizing the City Manager to Execute the Agreement, and Authorizing a 25% Construction Contingency in the Amount of \$89,300

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

- n. Adoption of a Resolution Declaring One or Both Parcels Composing Parking Lot H as Surplus Land Pursuant to the Surplus Land Act and Authorizing the City Manager to Prepare, Publish, and Distribute a Notice of Availability for One or Both Parcels

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

- o. Adoption of a Resolution Approving and Authorizing the City Manager to Exercise the Option to Extend the Agreement with Caine Computer Consulting, LLC, to Provide Information Technology Services to the Police Department for Fiscal Years 2025-26 and 2026-27 for a Total of \$269,794

Attachments: [Staff Report](#)
[Resolution](#)
[Original Agreement \(FY 2021-22 through FY 2022-23\)](#)
[Extension Agreement \(FY 2023-24 through FY 2024-25\)](#)
[Extension Agreement \(FY 2025-26 through FY 2026-27\)](#)

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

- a. Consideration of Appointment to the Traffic, Safety & Parking Commission

Attachments: [Staff Report](#)

- b. Consideration of Two Appointments to the Library Board of Trustees

Attachments: [Staff Report](#)

- c. Adoption of a Resolution Establishing Affordable Housing Fund Goals and Priorities and Authorizing the City Manager to Establish and Administer a Notice of Funding Availability (NOFA) for Disbursement of the Affordable Housing Fund

Attachments: [Staff Report](#)

[Resolution](#)

[Affordable Housing Fund Goals and Priorities](#)

[Affordable Housing Fund NOFA](#)

[HOPE Committee Summary Report](#)

- d. Discussion of the Metropolitan Transportation Commission's Transit-Oriented Communities Policy

Attachments: [Staff Report](#)

[Policy Administrative Guidance](#)

[Evaluation Criteria Framework](#)

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 Monday, July 7, 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, July 7, 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

NOTE - The Monday, July 21, 2025 and Monday, August 4, 2025 City Council Meetings are cancelled

Regular City Council Meeting on Monday, August 18, 2025 at 7:00 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 the City Clerk at (650) 558-7203.