



# City of Burlingame CITY COUNCIL AGENDA

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**MONDAY, AUGUST 17, 2026 AT 7:00 PM**  
**BURLINGAME CITY HALL**  
**501 PRIMROSE ROAD**  
**OR ZOOM MEETING**

## **CITY COUNCIL MEMBERS:**

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

## **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](http://www.zoom.us/join)

Meeting ID: 891 8307 1697

Passcode: 491573

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 891 8307 1697

Passcode: 491573

## **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 two minutes each, but the Mayor may adjust the time limit in light of the number of anticipated speakers.

## **To Provide Public Comment via Zoom:**

Members of the public wishing to speak should use the "raise hand" feature during the public comment period for the agenda item they wish to address. Those joining by phone should press "9" to "raise hand". The Zoom host will call on speakers by the name provided or the last four digits of their phone number. Speakers are limited to two minutes, though the Mayor may adjust this limit based on 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](mailto: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 August 17, 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 published on the City website 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. REPORT OF REMOTE PARTICIPATION**

Announcements of remote participation and basis for remote appearance by a City Councilmember pursuant to Government Code Section 54953.8 and Government Code Section 54953.8.3.

### **5. REPORT OUT FROM CLOSED SESSION**

### **6. UPCOMING EVENTS**

### **7. PRESENTATIONS**

- a. Introduction of the City's Youth Poet Laureate

### **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 June 15, 2026 Closed Session

Attachments: [Meeting Minutes](#)

- b. Approval of City Council Meeting Minutes for the June 15, 2026 Regular City Council Meeting

Attachments: [Meeting Minutes](#)

- c. Approval of City Council Meeting Minutes for the July 6, 2026 Closed Session

Attachments: [Meeting Minutes](#)

- d. Approval of City Council Meeting Minutes for the July 6, 2026 Study Session

Attachments: [Meeting Minutes](#)

- e. Approval of City Council Meeting Minutes for the July 6, 2026 Regular City Council Meeting

Attachments: [Meeting Minutes](#)

- f. Adoption of a Resolution Authorizing an Amendment to the Tree Worker Classification

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

- g. Adoption of a Resolution Approving the Final Map (25-02) for Condominium Purposes and Vacation of a Fire Alarm and Street Lighting Easement of Portion of Block 7, Mills Estate No. 3, Burlingame, San Mateo County at 1868-1870 Ogden Drive

Attachments: [Staff Report](#)  
[Final Map](#)  
[Resolution](#)  
[March 15, 2021 City Council Minutes](#)  
[May 27, 2025 Planning Commission Minutes](#)

- h. Adoption of a Resolution Awarding a \$300,000 Contract to PrecisionWorks, LLC, dba Precision Concrete Cutting, for Sidewalk Assessment, Sidewalk Displacement Repair, and Curb Ramp Assessment Services for a Period of Two Years, and Authorizing the City Manager to Execute the Contract

Attachments: [Staff Report](#)  
[Resolution](#)  
[Service Agreement](#)  
[TIPS Vendor Agreement](#)

- i. Adoption of a Resolution Accepting the Bayside Ballfield LED Retrofit, City Project No. 87270, in the Amount of \$454,686

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

- j. Adoption of a Resolution Designating a Voting Delegate and an Alternate Voting Delegate for the 2026 League of California Cities' Annual Conference

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

- k. Adoption of a Resolution Authorizing the City Manager to Execute a One-Year Service Agreement with Conference Technologies, Inc. to Support and Service the Audio-Visual Equipment in the Council Chambers for an Amount Not to Exceed \$10,000

Attachments: [Staff Report](#)  
[Resolution](#)  
[Proposed Agreement](#)  
[2025-2026 One-Year Service Agreement](#)  
[Original Agreement](#)

- l. 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 Design Development and Construction Document Plans for Phase 1 Improvements for the Parks Division Corporation Yard for \$683,385, City Project No. 87470

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

- m. Adoption of a Resolution Accepting the Central Burlingame Terrace Subdivision Water Main Replacement Project, City Project No. 86440, and Valve Replacement Project Phase 2, City Project No. 85260, by Westland Contractors Inc. in the Amount of \$3,209,288.34

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

- n. Adoption of a Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. to Provide Engineering and Related Services for the Design Development and Construction Document Plans for

the Bayside Fields Parking Lot and Pathway Improvements, City Project No. 86080, to Increase the Not-to-Exceed Amount by \$48,100, for a New Not-to-Exceed Amount of \$122,100, and to Extend the Term of the Agreement

Attachments:     [Staff Report](#)  
                          [Resolution](#)  
                          [Agreement with FL](#)  
                          [Additional Services with FL](#)  
                          [Draft Amendment with FL](#)

- o.     Adoption of a Resolution Authorizing the Filing of an Application for Funding to the Metropolitan Transportation Commission (MTC) Under the One Bay Area Grant (OBAG) 4 Program for the Chapin Avenue Streetscape Project, City Project No. 87390

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

- p.     Adoption of a Resolution Authorizing the City Manager to Execute Memoranda of Understanding with the AFSCME Administrative Unit and the AFSCME Operations Unit on Behalf of the City, and Approve the Amended Salary Schedules for Merit and Casual Classifications

Attachments:     [Staff Report](#)  
                          [Resolution](#)  
                          [Administrative Unit MOU](#)  
                          [Operations Unit MOU](#)  
                          [Salary Schedule - Merit Classifications](#)  
                          [Salary Schedule - Casual Classifications](#)

- q.     Adoption of a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with CBRE for Commercial Real Estate Broker Services for the Sale of Parking Lot H

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

- r.     Approval of Out-of-State Travel for the Human Resources Director to Attend the Public Sector Human Resources Association Annual Conference

Attachments:     [Staff Report](#)

- s.     Open Nomination Period to Fill Two Vacancies on the Traffic, Safety & Parking Commission

Attachments:     [Staff Report](#)

- t.     Open Nomination Period to Fill One Vacancy on the Beautification Commission

Attachments:     [Staff Report](#)

- u. Adoption of a Resolution Authorizing Acceptance of a \$48,764 California Highway Patrol Cannabis Tax Fund Grant and Execution of the Grant Agreement and Appropriating \$48,764 in the Grant Fund for the Agreement and Related Activities

Attachments: [Staff Report](#)  
[Resolution](#)  
[FY 2026/27 CHP Cannabis Tax Fund Grant Agreement](#)

- v. Adoption of Resolution Approving the Grant of a Public Utility Easement to Pacific Gas and Electric Company (PG&E) at 1369 N. Carolan Avenue and Authorizing the City Manager to Execute the Easement for Recordation

Attachments: [Staff Report](#)  
[Resolution](#)  
[PG&E Easement](#)  
[Signed Agreement with PG&E](#)

## 10. PUBLIC HEARINGS (Public Comment)

- a. Introduction and First Reading of an Ordinance of the City Council of the City of Burlingame Declaring the Need for the Burlingame Industrial Development Authority and Declaring that the Burlingame Development Authority Shall Function; CEQA Determination: Exempt Pursuant to State CEQA Guidelines 15378(b)(4)

Adoption of a Resolution Declaring the Burlingame City Council to be the Board of Directors for the Burlingame Industrial Development Authority

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

## 11. STAFF REPORTS (Public Comment)

- a. Broadway Grade Separation Project Update and Adoption of a Resolution Authorizing Final Design of the Project and Allocating a Local Match of \$2.4 Million from the City's Capital Investment Reserve to the Street CIP Project Number 82540

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

- b. Adoption of a Resolution Approving the Burlingame Safety Action Plan (Vision Zero Plan)

Attachments: [Staff Report](#)  
[Resolution](#)  
[Burlingame Safety Action Plan - Final](#)  
[Burlingame Safety Action Plan - Appendices](#)

## **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](http://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 August 17, 2026 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto: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 August 17, 2026 at (650) 558-7203 or at [mhasselshearer@burlingame.org](mailto: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, September 8, 2026 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](http://www.burlingame.org) or by emailing City Clerk Meaghan Hassel-Shearer at [mhasselshearer@burlingame.org](mailto: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.