



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda - Final City Council

Monday, April 15, 2024

7:00 PM

Council Chambers/Zoom

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

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home or attend the meeting in person. Below is the information on how the public may observe and participate in the meeting.

To Attend the Meeting in Person:

Location: 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: 852 8691 7844

Passcode: 574472

To access the meeting by phone:

Dial 1-669-900-6833

Meeting ID: 852 8691 7844

Passcode: 574472

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. Emailed comments should include the specific agenda item on which you are commenting. Note that your comment concerns an item that is not on the agenda. The length of the comment should be commensurate with the three minutes customarily allowed for verbal comments which is approximately 250 to 300 words. To ensure that your comment is received and read to the City Council for the appropriate agenda item, please submit your email no later than 5:00 p.m. on Monday, April 15, 2024. The City will make every effort to read emails received after that time but cannot guarantee such emails will be read into the record. Any emails received after that 5:00 p.m. deadline which are not read into the record will be provided to the City Council after the meeting.

1. CALL TO ORDER - 7:00 p.m. - Council Chambers/Zoom**To access the meeting by computer:**

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2. PLEDGE OF ALLEGIANCE TO THE FLAG**3. ROLL CALL****4. REQUEST FOR AB 2449 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**

- a. Proclamation Honoring Councilmember Ricardo Ortiz's Service to the City

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 March 13, 2024 FY 2023-24 Mid-Year Budget Study Session

Attachments: [Meeting Minutes](#)

b. Approval of City Council Meeting Minutes for the March 18, 2024 Study Session with the Parks and Recreation Commission

Attachments: [Meeting Minutes](#)

c. Approval of City Council Meeting Minutes for the March 18, 2024 City Council Meeting

Attachments: [Meeting Minutes](#)

d. Approval of City Council Meeting Minutes for April 1, 2024 Closed Session

Attachments: [Meeting Minutes](#)

e. Approval of City Council Meeting Minutes for the April 1, 2024 Regular City Council Meeting

Attachments: [Meeting Minutes](#)

f. Adoption of a Resolution Authorizing the City Manager to Execute an Agreement with Galeb Paving, Inc. for the Cuernavaca Park Athletic Turf Renovation Project in the Amount of \$2,760,121.07; Transferring \$230,000 from the General Fund Reserve to the Capital Project Fund; and Increasing the Project Budget by \$230,000, City Project No. 86070

Attachments: [Staff Report](#)
 [Resolution](#)
 [Agreement with Galeb, Inc.](#)

- g. Adoption of a Resolution Approving a Software License Agreement with Environmental Systems Research Institute, Inc. to Provide Geographic Information Systems Software in the Amount of \$122,700 for a Three-Year Period and Authorizing the City Manager to Execute the Agreement

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

- h. Adoption of a Resolution Approving the Procurement of Five Vehicles for the City's Fleet System as Part of the FY 2023-24 Vehicle Replacement Program in the Amount of \$316,321.55

Attachments: [Staff Report](#)
 [Resolution](#)
 [Folsom Lake Ford Quote](#)

- i. Adoption of a Resolution Awarding a Construction Contract to Alcal Specialty Contracting, Inc., in the Amount of \$557,958, for the Police Department Roof Replacement, City Project No. 86060, and Authorizing the City Manager to Execute the Construction Contract

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

- j. Adoption of a Resolution Authorizing the City Manager to Execute a Three-Year Agreement with Maze & Associates Accountancy Corporation to Serve as the City of Burlingame's Independent External Financial Auditors with an Option to Extend for Two Additional Years, for a Total Not-to-Exceed Amount of \$272,800

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

- k. Open Nomination Period to Fill Three Vacancies on the Measure I Citizens' Oversight Committee

Attachments: [Staff Report](#)

- I. Adoption of a Proposed Ordinance for a Development Agreement Between the City of Burlingame and DW Burlingame I Owner LLC; DW Burlingame II Owner LLC; DW Burlingame I Owner A LLC; DW Burlingame II Owner B LLC; and DW Burlingame III Owner LLC, Related to the Development Project at 1200-1340 Old Bayshore Highway; CEQA Determination: Environmental Impact Report Certified by City Council on April 1, 2024

Attachments: [Staff Report](#)
 [Ordinance](#)
 [Development Agreement](#)
 [City Council Staff Report - April 1, 2024](#)
 [FEIR Resolution](#)

10. PUBLIC HEARINGS (Public Comment)

- a. Introduction and First Reading of an Ordinance Renewing the Burlingame Police Department Military Equipment Use Policy; CEQA Determination: Exempt pursuant to State CEQA Guidelines Sections 15378, 15061(b)(3)

Attachments: [Staff Report](#)
 [Exhibit A - Military Equipment Use Policy](#)
 [Military Equipment List](#)
 [Exhibit B - BPD 2023 Annual Military Equipment Report](#)
 [Ordinance](#)

- b. Adoption of a Resolution Establishing a New Tobacco Retailer Application Fee and an Annual Tobacco Retailer Permit Fee for the Tobacco Retailer Permit Program and Amending the Master Fee Schedule Accordingly

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

11. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

- a. Adoption of a Resolution of Intent to Amend the City of Burlingame Master Fee Schedule for the 2024-25 Fiscal Year; Setting the Public Hearing for Such Amendment for May 6, 2024

Attachments: [Staff Report](#)
 [Resolution](#)
 [Presentation](#)
 [Report on Cost of Services \(User Fee\) Study - Draft](#)
 [Proposed Master Fee Schedule for FY2024-25](#)
 [User Fee Cost Recovery Policy - Current](#)

b. Direction on City Council Appointee Interview Process and Questions

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.

14. 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, April 15, 2024 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, April 15, 2024 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 6, 2024 at 7:00 p.m.

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.