



**BURLINGAME CITY COUNCIL**  
**Unapproved Minutes**  
**Regular City Council Meeting on August 18, 2025**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The Pledge of Allegiance was led by the police officers in attendance.

**3. ROLL CALL**

**MEMBERS PRESENT:** Brownrigg, Colson, Pappajohn, Stevenson, Thayer

**MEMBERS ABSENT:** None

**4. REQUEST FOR AB 2249 REMOTE PARTICIPATION**

There were no requests.

**5. REPORT OUT FROM CLOSED SESSION**

- a. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**  
**ETZEL WILLIAMS III ET AL. v. PENINSULA CORRIDOR JOINT POWERS AUTHORITY AKA CALTRAIN, CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT CASE NO. 22-CIV-03763**

City Attorney Guina reported that direction was given, but no reportable action was taken.

- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PURSUANT TO GOVERNMENT CODE SECTION 54956.8**  
**PROPERTY: 778 BURLWAY ROAD**  
**AGENCY NEGOTIATOR: CITY MANAGER LISA K. GOLDMAN AND CITY ATTORNEY MICHAEL GUINA**  
**NEGOTIATING PARTIES: CITY OF BURLINGAME AND ENTERPRISE RENT-A-CAR**

**UNDER NEGOTIATION: PRICE AND TERMS**

City Attorney Guina reported that direction was given, but no reportable action was taken.

- c. **CONFERENCE LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6  
EMPLOYEE ORGANIZATIONS: BURLINGAME POLICE OFFICERS ASSOCIATION, BURLINGAME POLICE  
SERGEANTS ASSOCIATION, ASSOCIATION OF POLICE ADMINISTRATORS, TEAMSTERS LOCAL 856**

City Attorney Guina reported that direction was given, but no reportable action was taken.

**6. UPCOMING EVENTS**

Mayor Stevenson reviewed upcoming events in the city.

**7. PRESENTATIONS**

- a. **SWEARING IN AND INTRODUCTION OF THE CITY'S NEW POLICE CHIEF RAJ VASWANI**

City Manager Goldman introduced the City's new Police Chief, Raj Vaswani. She discussed his 31 years of service in San Francisco including his time as an officer, sergeant, watch commander, lieutenant, captain, and commander in several San Francisco neighborhoods. She added that he worked in the Investigations Bureau, the Administration Bureau, the Police Legal Division, and ended his career in San Francisco as the Deputy Chief of Police overseeing the Special Operations Bureau.

Mayor Stevenson noted the large turnout from the San Francisco Police Department, Burlingame Police Department, and other police departments in the County. He then administered the oath of office to Chief Vaswani, and the Chief introduced his daughter for the badge pinning.

The Council discussed looking forward to working with Chief Vaswani and thanked him for continuing his service with the City.

Chief Vaswani thanked his former colleagues, his family, and his new colleagues for attending. He voiced his excitement at working in Burlingame and noted that his door is always open.

Congratulations to Chief Vaswani!

- b. **PROCLAMATION RECOGNIZING CAFÉ CAPUCHINO**

Mayor Stevenson read a proclamation recognizing Café Capuchino's 31 years of service to the community.

The Council thanked Café Capuchino and its owners, Aster and Guliano, for their contributions to the community.

Mayor Stevenson opened the item up for public comment.

Multiple members of the community discussed the impact that Café Capuchino and its owners, Aster and Guliano, had on their lives. They noted the community that was built at the Café from helping each other out, curing their homesickness for Ethiopia, and always willing to spot them their food if they forgot cash.

Aster discussed her love of Burlingame and thanked the community for all their support over the years.

**c. RECOGNIZING AUGUST AS NATIONAL EMERGENCY MANAGEMENT AWARENESS MONTH**

CCFD Community Risk and Resiliency Specialist Gunning discussed National Emergency Management Awareness Month. She noted the work that emergency managers do including:

- Writing emergency plans
- Conducting trainings, exercises, and drills
- Preparing for all hazards that may impact our area
- Helping communities be ready for the disasters we hope will never happen

Ms. Gunning went through the actions she hopes everyone takes:

- Subscribe to SMCAAlert
- Know your zone: Genasys Protect (formerly Zonehaven)
- Take training: CERT, Stop the Bleed, First Aid/CPR/AED
- Get involved: participate in neighborhood drills
- Share and practice with your friends, family, neighbors, and coworkers

Ms. Gunning showed a video celebrating National Emergency Management Awareness Month.

The Council thanked Ms. Gunning for her work.

Mayor Stevenson opened the item up for public comment.

Downtown Burlingame BID President Batya Berenfus discussed the importance of emergency preparedness. Ms. Gunning replied that she is working with the Chamber of Commerce to undertake training for local businesses.

Jon Martos thanked Ms. Gunning for her hard work and discussed the importance of Burlingame Neighborhood Network.

Jon Kevranian asked the City to undertake a campaign to get residents to sign up for SMCAAlerts.

Mayor Stevenson closed public comment.

Councilmember Pappajohn read the proclamation recognizing August as National Emergency Management Awareness Month.

**d. UPDATE ON THE TRAFFIC SIGNAL PROJECT AT CAROLAN AVENUE AND OAK GROVE AVENUE**

Senior Civil Engineer Wong gave an update on the traffic signal project at Carolan Avenue and Oak Grove Avenue. He began by reviewing the project background and existing conditions of the area:

- Existing traffic signal at Oak Grove Avenue and California Drive
- Stop signs on three of the four approaches at Oak Grove Avenue and Carolan Avenue
  - No stop sign on eastbound approach to reduce vehicles queueing on the Caltrain tracks
  - This creates difficulty for drivers to know who has the right-of-way
  - Eastbound vehicular conflicts with pedestrians using the marked crosswalks
  - Contributes to queue buildup during school drop off/pickup times
- Caltrain's Peninsula Corridor Electrification Project (PCEP) recommended a traffic signal installed at Oak Grove/Carolan with coordination with the traffic signal at Oak Grove/California as well as the railroad signals
- Staff is coordinating with Caltrain and the California Public Utilities Commission (CPUC) to receive their feedback on the project

Mr. Wong then reviewed the project's timeline:

- March 2020 – project initiated
- November 2020 – Traffic, Safety & Parking Commission presentation of the Traffic Operations Study
- COVID Pandemic put project on hold
- May 2021 – CPUC General Order 88B application submitted
- August 2023 – comments received from Caltrain
- April 2024 – City staff began coordination with Caltrain PCEP staff
- July 2024 – CPUC Diagnostic meeting and feedback
- 2023 through 2024 – California Drive Complete Streets Project: design, construction, and monitoring to confirm established traffic patterns
- January 2025 – collection of updated traffic data after the completion of the California Drive Complete Streets Project
- March through June 2025 –Traffic Operations Study updated with new traffic data based on new road layout and the revised traffic data
- August 24, 2025 – project update to Traffic, Safety and Parking Commission with unanimous support for the project

The City's consultant W-Trans representative Atul Patel reviewed three videos showing the existing conditions and two different options for improving the intersection. One option included protected left turn lanes on eastbound Oak Grove and westbound Oak Grove. The second option is split phasing where one leg of traffic goes at a time.

Councilmember Colson voiced concern about ensuring that the queue is cleared when a train comes. Mr. Patel replied that there would be a queue track clearance phase to clear the tracks.

Councilmember Colson asked that future models include a train going through to show how traffic reacts.

Mr. Patel reviewed the following charts showing the traffic impacts of the three options: existing, protected left turns, and split phasing:

Intersection	Existing AM Peak		Existing PM Peak	
	Delay	Level of Service	Delay	Level of Service
Oak Grove/California Drive	34.5	C	26.8	C
Oak Grove/Carolan Avenue	39.2	E*	15.7	C*
Total Network Delay	54.5	-	34.2	-

\* Oak Grove Avenue/Carolan Avenue is unsignalized under existing conditions, so delay thresholds for Level of Service are different than for signalized intersections

Intersection	Protected Left Turns AM Peak		Projected Left Turns PM Peak	
	Delay	Level of Service	Delay	Level of Service
Oak Grove/California Drive	31.8	C	24.9	C
Oak Grove/Carolan Avenue	26.1	C	23.0	C
Total Network Delay	45.6	-	36.4	-

Intersection	Split Phasing AM Peak		Split Phasing PM Peak	
	Delay	Level of Service	Delay	Level of Service
Oak Grove/California Drive	51.6	D	31.9	C
Oak Grove/Carolan Avenue	42.0	D	29.7	C
Total Network Delay	71.4	-	45.6	-

Note: Delay is measured in average seconds per vehicle

Mr. Wong reviewed the project benefits:

- Improves pedestrian safety by removing pedestrian and vehicular conflicts at Oak Grove/Carolan crosswalks
- Pedestrian improvements at both intersections including ramps, bulb-outs, and pedestrian countdown timers
- Signal improves right-of-way assignment at Oak Grove and Carolan
- Addition of “blank out” no right-turn signs on northbound California and southbound Carolan
- Coordination between the traffic signals at Oak Grove/Carolan and Oak Grove/California

- Incorporation of sidewalk improvements along the south side of the Oak Grove project

Mr. Wong reviewed the next steps of the project:

- Continued design coordination with both Caltrain and the CPUC
- Try to accelerate some signal improvements at Oak Grove/California as recommended by Traffic, Safety and Parking Commission
- Negotiate a cost-sharing agreement with Caltrain for a significant portion of the \$900,000 construction cost of the Oak Grove/Carolan Traffic Signal Installation (per the PCEP mitigation report)
- Finalize the construction document package including new Oak Grove sidewalk
- Advertise for construction bids
- Award construction contract and begin construction

Councilmember Pappajohn asked if under the proposed options you would be able to turn right on the red if you are traveling northbound on California Drive. Mr. Wong replied in the affirmative.

Mayor Stevenson discussed cyclists during the peak AM times traveling towards BHS. He asked if staff has reviewed their route and safety. Mr. Wong replied in the affirmative.

Mayor Stevenson asked if the San Mateo Union High School District gave input on the design. Mr. Wong replied in the negative.

Vice Mayor Brownrigg asked staff to consider undertaking street painting near the tracks. He gave an example of New Orleans' checkerboard painting around train tracks. Mr. Wong replied that the City is working with Caltrain on potential options.

Councilmember Colson discussed the need for more planting and greenery around the Oak Grove/Carolan intersection. Mr. Wong replied that this is part of the Complete Streets Phase 2 project.

Mayor Stevenson opened the item up for public comment. No one spoke.

The Council thanked W-Trans and staff for the update.

## **8. PUBLIC COMMENTS**

Sandra Lang discussed street improvements that are needed for those with disabilities.

An individual voiced concern about allowing a cigar shop on Broadway.

## **9. APPROVAL OF CONSENT CALENDAR**

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Vice Mayor Brownrigg pulled item 9h.

Councilmember Pappajohn made a motion to adopt items 9a, 9b, 9c, 9d, 9e, 9f, 9g, 9i, 9j, and 9k; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

**a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JULY 7, 2025 CLOSED SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the July 7, 2025 Closed Session.

**b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JULY 7, 2025 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the July 7, 2025 Regular City Council Meeting.

**c. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A \$132,405 AGREEMENT FOR SERVICES AND LICENSE OF SOFTWARE WITH SELECTRON TECHNOLOGIES, INC. FOR AUTOMATED BUILDING INSPECTION SCHEDULING SERVICES**

CDD Zayer requested Council adopt Resolution Number 084-2025.

**d. ADOPTION OF A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH TELSTAR INSTRUMENTS, INC. FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM SERVICES IN THE AMOUNT OF \$600,000 FOR A PERIOD OF THREE YEARS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

DPW Murtuza requested Council adopt Resolution Number 085-2025.

**e. ADOPTION OF A RESOLUTION AWARDDING A \$977,200 CONSTRUCTION CONTRACT TO VILLALOBOS & ASSOCIATES, INC. FOR THE 2025 SIDEALK REPAIR PROGRAM, CITY PROJECT NO. 87010, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Murtuza requested Council adopt Resolution Number 086-2025.

**f. ADOPTION OF A RESOLUTION APPROVING THE PROCUREMENT OF SIX VEHICLES AND TWO PIECES OF EQUIPMENT FOR THE CITY'S FLEET SYSTEM AS PART OF THE FY-2025-2026 VEHICLE REPLACEMENT PROGRAM IN THE AMOUNT OF \$717,427.71**

DPW Murtuza requested Council adopt Resolution Number 087-2025.

- g. **ADOPTION OF A RESOLUTION APPROVING THE CITY OF BURLINGAME SUPPORTING THE E-MICROMOBILITY PROJECT, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE CYCLE 3 DAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A FUNDING AGREEMENT, AND AUTHORIZING CONTRIBUTION OF MATCHING FUNDS IN THE AMOUNT OF \$40,000**

Sustainability Program Manager Michael requested Council adopt Resolution Number 088-2025.

- h. **ADOPTION OF A RESOLUTION APPROVING AGREEMENTS WITH COMMUTE.ORG TO PROVIDE COMMUTER SHUTTLE SERVICES FOR THE BURLINGAME BAYSIDE (BAY) SHUTTLE FOR A MAXIMUM AMOUNT OF \$152,917, AND FOR THE MILLBRAE-BURLINGAME COMMUTER (MBC) SHUTTLE FOR A MAXIMUM AMOUNT OF \$87,532, FOR FISCAL YEAR 2025-26 AND 2026-27, AND AUTHORIZING THE CITY MANAGER TO EXECUTE BOTH AGREEMENTS**

Vice Mayor Brownrigg stated that previously the City created a subcommittee regarding shuttles but ran into a bit of a brick wall. He noted that pending new technology and a new approach to thinking about shuttles, the subcommittee is taking a pause.

Mayor Stevenson discussed the last mile challenge in public transportation. He added that there is a decline in ridership across the board in public transportation.

Councilmember Thayer discussed the Millbrae-Burlingame Commuter Shuttle that assists getting people from Broadway to the Millbrae Train Station.

Councilmember Colson discussed collecting data regarding usage of the Commuter Shuttle and other shuttle systems in the city.

Mayor Stevenson opened the item up for public comment.

Dena Gunning voiced support for the trolley system that the City used to have.

Mayor Stevenson closed public comment.

Vice Mayor Brownrigg made a motion to adopt Resolution Number 089-2025; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

- i. **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**



City Clerk Hassel-Shearer requested Council adopt Resolution Number 090-2025.

- j. **ANNUAL RENEWAL OF THE BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT (DBID); RESOLUTION APPROVING THE 2024-25 ANNUAL REPORT; DECLARING THE CITY'S INTENTION TO ESTABLISH AND LEVY ASSESSMENTS FOR FISCAL YEAR 2025-26; AND SETTING REQUIRED PUBLIC HEARING FOR SEPTEMBER 15, 2025 AT 7:00 P.M. AT THE CITY COUNCIL CHAMBERS, 501 PRIMROSE ROAD, BURLINGAME, CA**

Finance Director Yu-Scott requested Council adopt Resolution Number 091-2025.

- k. **APPROVAL OF OUT-OF-STATE TRAVEL FOR A PARKS AND RECREATION SUPERVISOR TO ATTEND THE VERMONT SYSTEMS 2025 SYMPOSIUM**

Parks and Recreation Director Glomstad requested Council approve of out-of-state travel for a Parks and Recreation Supervisor to attend the Vermont Systems 2025 Symposium.

**10. PUBLIC HEARINGS**

There were no public hearings.

**11. STAFF REPORTS AND COMMUNICATIONS**

There were no staff reports.

**12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS**

There were none.

**13. FUTURE AGENDA ITEMS**

There were no future agenda items.

**14. ACKNOWLEDGMENTS**

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and Library Board of Trustees are available online at [www.burlingame.org](http://www.burlingame.org).

**15. ADJOURNMENT**

Mayor Stevenson adjourned the meeting at 9:14 p.m. in memory of Ayden Fang.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk